

POSTS AND TELEGRAPHS

COMPILATION
OF THE
FUNDAMENTAL RULES

MADE BY

The Secretary of State in Council under Section 96-B of the
Government of India Act, including Orders, etc.,
issued by the Secretary of State, Government
of India, Auditor General, etc.,

AND THE

SUPPLEMENTARY RULES

MADE BY

The Governor General in Council, including Orders, etc.,
issued by the Government of India,
Auditor General, etc.

Corrected up to the 31st August 1926



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PREFACE.

This volume contains the Fundamental Rules made by the Secretary of State under Section 96-B of the Government of India Act and the Supplementary Rules made by the Governor General in Council in exercise of the powers conferred upon him by the Fundamental Rules. The orders, interpretations and audit instructions issued by the Secretary of State, the Governor General in Council and the Auditor General respectively have been reproduced below the rules concerned. The audit decisions issued by the Auditor General and the Accountant-General, Posts and Telegraphs, and the instructions issued by the Director-General of Posts and Telegraphs in his circulars in exercise of his powers as "competent authority" have also been reproduced below the relevant rules. These decisions or rulings are reproduced in this volume in order that the rules may be correctly interpreted and applied; they are not to be regarded as authorising the grant of concessions or emoluments which may require the administrative sanction of Government or of a subordinate authority.

2. Although the volume is primarily intended for officers of the Posts and Telegraphs Department, an attempt has been made to make it as complete as possible by incorporating all important orders and decisions, including those which do not directly affect the Posts and Telegraphs Department. It is hoped that with the aid of this compilation, the rules will be better understood, and that a considerable reduction in correspondence will result. In referring to decisions, etc., incorporated in this volume, the quotation should be made as indicated below :—

“ Government of India's decision (4) below Fundamental Rule 45 in the Posts and Telegraphs Com-

pilation of Fundamental and Supplementary Rules.”

3. It is requested that any errors or omissions which may be found in this volume may be brought to the notice of the Accountant General.

A. C. BADENOCH,
Accountant General,
Posts and Telegraphs.

CALCUTTA,
Dated the 21st September 1926.

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FUNDAMENTAL RULES.

FUNDAMENTAL RULES.

Made by the Secretary of State in Council under section 96-B of the Government of India Act.

PART I.

Chapter I.—Extent of Application.

F. R. 1. These rules may be called the fundamental rules. They shall come into force with effect from the 1st January 1922.

Secretary of State's Order.—The Secretary of State has decided that statutory rules (framed by him) should have effect as hitherto from the date on which they were passed, subject to any special provisions as to the date of effect in the rules themselves.

[G. I. F. D. No. D.-2858-A., dated 13th Oct. 1925 and Part II of A. I. Cir. No. 25, dated 13th May 1925.]

Government of India's Order.—All orders issued by the Government of India prior to 1st January 1922 which are at variance with the Fundamental Rules or the Supplementary Rules framed under them, should be treated as cancelled with effect from that date.

[G. I. F. D. No. F.-7(6)-C. S. R.-24, dated 5th July 1924.]

F. R. 2. The fundamental rules apply, subject to the provisions of rule 3, to all Government servants whose pay is debitable to civil estimates in India, and to any other class of Government servants in India to which the Secretary of State in Council may by general or special order declare them to be applicable. In relation to services under its administrative control, other than all-India services, a local Government may make rules modifying or replacing any of the fundamental rules; provided that:—

- (a) No such rule shall adversely affect any person who is in Government service at the time when the fundamental rules come into force, and
- (b) any such rule which grants any privilege or concession not admissible under the terms of the fundamental rules, or of the Civil Service Regulations as they stand at the time when the fundamental rules are introduced, shall require the sanction of the Secretary of State in Council.

Declaration by the Secretary of State in Council.—The Secretary of State in Council has declared that a Government servant paid from Civil Estimates, who is temporarily transferred to service

paid from Army Estimates, shall remain subject to the Fundamental Rules.

[G. I. F. D. Res. No. 614-C. S. R., dated 19th June 1922.]

Government of India's Order.—Grant of leave to inferior servants.—Pending the issue of special rules, the grant of leave to inferior servants shall be subject to the restrictions imposed by Articles 147 (iii) and 321 (a), Civil Service Regulations. That is, the absentee allowance of the substantive incumbent must not exceed what remains from his pay after provision is made for the efficient discharge of his duties during his absence except when, in the resultant acting arrangements, an officer who has no substantive appointment is given more than half the pay of the appointment in which he acts, in which case the excess over half pay granted to him may, at the discretion of the authority sanctioning the leave, be disregarded altogether in calculating the sum available for the leave allowance of the absentee and the acting allowance paid in consequence of his absence.

[G. I. F. D. No. 7-C. S. R., dated 8th Jan. 1923.]

Government of India's decision.—A question has recently been raised as to whether the leave salary of a Government servant in inferior service during the one month's extra leave on average pay granted under rule (3) in paragraph 1 of Finance Department Resolution No. 1642-C. S. R., dated the 25th September 1923, regarding concessions in connection with treatment at a Pasteur Institute, is subject to the usual conditions of there being no extra expense to Government. The Government have decided that this condition does not apply in such cases.

[G. I. F. D. No. F.-191-C. S. R., dated 13th Oct. 1924.]

F. R. 3. Unless in any case it be otherwise distinctly provided by or under these rules, these rules do not apply to Government servants whose conditions of service are governed by Army or Marine Regulations.

F. R. 4. The powers specifically granted by these rules to local Governments may be exercised by them in relation to those Government servants only who are under their administrative control. These powers may be exercised by the Governor General in Council in respect of all other Government servants, and may be delegated by him, without regard to the limitations of rule 6 and subject to any conditions which he may think fit to impose, to a Chief Commissioner.

Government of India's interpretation.—The expression "under their administrative control" in this rule includes services controlled by Governors in Council as agents of the Governor General in Council.

[Para. 3 of G. I. F. D. No. 4079-C. S. R., dated 26th Oct. 1921.]

Government of India's Order—

(1) Fundamental Rule 4 states that local Governments may exercise powers granted to them by the Fundamental Rules in relation to those Government servants only who are under their administrative control. Officers of Central Services who serve under the administrative control of local Governments acting as agents, are under the control of those Governments for the purpose of Fundamental Rule 4. It will of course be open to the Central Government, in its capacity as principal, to issue instructions to its agents as to the way in which they should exercise their powers in this connection; and it is possible that the Government of India may find it necessary to issue such orders hereafter. When making rules affecting officers of Central Services the local Government should pay due attention to the proviso to sub-section (2) of section 96-B of the Government of India Act under which all Government servants appointed before the Act came into force are protected in the enjoyment of their existing and accruing rights.

[G. I. F. D. No. 1406-E. B., dated 22nd Dec. 1921.]

(2) The sanctions accorded by the Financial Adviser, Posts and Telegraphs, may be accepted in audit as sanctions of the Finance Department of the Government of India.

[G. I. F. D. No. 1453-Ex., dated 20th June 1923.]

Auditor General's decision.—* * * A Department of the Government of India acting under the rules for the conduct of the business of the Government of India may exercise the power of the Governor General in Council in relation to a subject which it administers, and when so doing, it acts as the Governor General in Council. Section 40 of the Government of India Act, however, lays down that all orders and other proceedings of the Governor General in Council shall be expressed to be orders by the Governor General in Council. Audit is, therefore, entitled to ask that a Department of the Government of India, when intimating an order which can be issued under rule by the Governor General in Council only, shall state in the order that it is issued by the Governor General in Council.

[Ar. G.'s No. 1217-A/477-23, dated 7th Dec. 1923.]

F. R: 5. The power to make rules or general orders conferred upon local Governments by any of these rules shall be exercised after consideration by the Governor with his executive council and ministers sitting together, but the rules and orders so made shall be made by the Governor in Council or by the Governor and Ministers, according as the service affected is attached to a department dealing with reserved or a department dealing with transferred subjects. In the case of services performing duties both in a department dealing with reserved and in a department dealing with transferred subjects, the Governor shall decide by which authority the rules shall be made.

Government of India's Order.—This rule is merely a rule of procedure. It refers to the power to make rules or general orders conferred upon local Governments by any of these rules. The words

“rules or general orders” are used deliberately. Thus Fundamental Rule 44 grants power to make rules, while Fundamental Rule 119 grants power to pass general orders. The whole of the powers of a local Government to regulate travelling allowance are derived from Fundamental Rule 44. Fundamental Rule 5 does not confer any additional power to pass a general order in respect of travelling allowance.

[G. I. F. D. No. F.-74-C. S. R., dated 5th Sept. 1924.]

F. R. 5A. A Local Government may, where power to make rules or general orders is conferred upon it by any of these rules, relax the provisions of rules or orders so made by it in such manner as may appear to it to be just and equitable, subject to the limit of its powers to make such rules or orders :

Provided that where any such rule or order is applicable to the case of any person, the case shall not be dealt with in any manner less favourable to him than that provided by the rule or order.

F. R. 6. A local Government may delegate to any of its officers, subject to any conditions which it may think fit to impose, any power conferred upon it by these rules with the following exceptions:—

(a) All powers to make rules;

(b) the other powers conferred by rules 6, 9 (b), 44, 45, 83, 119, 121 and 127 (c), and by the exception under rule 30.

[Powers delegated by the Government of India, in its capacity as a local Government, under different Fundamental Rules, are contained in Appendix No. 4.]

F. R. 7. No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given, and to require that its opinion on any matter on which it has been consulted shall be submitted to the Governor by the consulting department.

F. R. 8. The power of interpreting these rules is reserved to the Governor General in Council.

Secretary of State's Orders—

The Secretary of State in Council has decided that a departure from statutory rules (including the Supplementary Rules framed by the Government of India under the Fundamental Rules) cannot be sanctioned by the Government of India or by the Secretary of State though it is open to the competent authority to amend the rules. This decision applies to local Governments also and a relaxation by them of their Supplementary Rules is not admissible.

The Government of India recognise that this ruling will cause a great deal of administrative inconvenience and they are consequently considering the question of amending the Fundamental and Supplementary Rules so as to minimise this inconvenience.

[G. I. F. D. No. F./382-C. S. R./25, dated 14th Dec. 1925.]

Auditor General's decisions—

(1) In cases where the power of interpretation of rules is reserved to the Governor General in Council or the Government of India, e.g., Fundamental Rules, Government of India Supplementary Rules, Devolution Rules and the Government of India Act, all references relating to amendment or interpretation of these rules should be made direct to the Government of India.

[Ar. G.'s No. 582-A/123-24, dated 16th Aug. 1924 to all Accountants General.]

[In the case of Posts and Telegraphs audit, references to the Government of India should continue to be made by the Accountant-General, Posts and Telegraphs.]

[A. G. P. T. No. Mis.-1152/F.-90(a), dated 27th Aug. 1924.]

(2) Fundamental Rules are rules made under the Act by the Secretary of State in Council. In these rules the Secretary of State has included a specific provision giving the Governor General in Council the power of interpreting the rules. As regards the other rules made by the Secretary of State in Council in exercise of the powers conferred upon him by the Act or issued under the Act by the Governor General in Council with the sanction of the Secretary of State in Council, which do not contain a similar provision or in respect of which the Governor General in Council has not been declared to be the interpreting authority, the ultimate authority for interpretation is the Secretary of State in Council and the Auditor General cannot regard himself as bound by an interpretation given by the Governor General in Council.

[Ar. G.'s U. O. I. No. 39-A/2-25, dated 9th Jan. 1925 to G. I. F. D. and Ar. G.'s No. 183-A/2-25, dated 12th March 1925.]

(3) A doubt having arisen whether the general principles of interpretation inculcated in the second sub-paragraph of Article 4 of Civil Service Regulations continue to apply in the absence of any specific provision in the Fundamental Rules, it is explained for information that the omission does not mean that the principles are to be abrogated. The intention is that they are to be followed, so far the Fundamental Rules cover pay and allowances and leave. Under the Fundamental Rules pay and allowances are earned in respect of periods of duty and it seemed unnecessary to repeat the principle contained in the Civil Service Regulations in the matter. The rule as regards title to leave seemed so obvious that it was not deemed necessary to include it in the Fundamental Rules.

If the rule relating to claims to pensions is not included in the section of the Fundamental Rules which will eventually deal with pensions it will be issued in the form of an audit instruction.

[Ar. G.'s No. 202-A/18-24, dated 5th March 1924.]

Chapter II.—Definitions.

F. R. 9. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense here explained:—

(1) The *Act* means the Government of India Act.

(2) *Average pay* means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay:

Provided that;—

(a) in the case of a Government servant deputed out of India who draws pay as laid down in rule 51 (a), his average pay shall be assumed to be the full pay which he would have drawn if on duty in India, and

(b) in the case of an officer of the Royal Engineers in civil employ who, during any part of the preceding 12 months, has been undergoing military training, his pay for the months spent in such training shall be assumed to be the pay which he drew in the corresponding number of months immediately preceding the training.

NOTE.—The average pay of a member of the Bengal Covenanted Pilot Service shall be calculated at such rates as the Secretary of State in Council may by order prescribe.

Audit Instructions—

(1) According to the definition of “average pay” in this Rule, the average is to be taken of the monthly pay earned during the 12 complete months immediately preceding the month in which the leave is taken, and for this purpose “the 12 complete months immediately preceding” should be interpreted literally. Thus a Government servant who has been on leave from 23rd March 1922 to 22nd July 1922 inclusive is granted leave from 4th February 1923. His average pay should be calculated on the pay earned for the periods 1st February 1922 to 22nd March 1922 and 23rd July 1922 to 31st January 1923. If, however, a Government servant happens to be on leave for more than 12 months immediately preceding the date on which he takes leave under the Fundamental Rules, then the average should be taken of the monthly pay earned during the 12 complete months immediately preceding the month in which the leave originally commenced.

NOTE 1.—In the case of Government servants who were on leave on 1st January 1922, the date on which the Fundamental Rules came into force and who exercise the option of cancelling the unexpired portion of their leave and substituting for it any period of leave to which they may be entitled under the Fundamental Rules, the average for the purpose of the leave under the

new rules should be calculated of the pay earned during the twelve complete months immediately preceding the month in which the leave originally commenced irrespective of the period of the original leave.

NOTE 2.—In the case of a Government servant on foreign service out of India fasting for more than 12 months who on reversion to British service immediately takes leave under the Fundamental Rules, the calculation of average pay in respect of leave earned while in Government service should be based on the pay drawn by him during the 12 complete months preceding the month in which he was transferred to foreign service.

[Para. 2 of Manual of Audit Instructions, Vol. I.]

NOTE 3.—Any period of joining time taken either under clause (b) or under clause (c) of Fundamental Rule 105 during the preceding 12 months should be ignored in calculating average pay as no "pay" is drawn in respect of such joining time.

[Para. 4 of A. I. Cir. No. 16, dated 16th June 1924.]

[Example:—A gazetted Government servant who was on leave from 14th April 1923 to 9th December 1923 inclusive is granted leave from 12th March 1924. In order to arrive at his average pay, the total pay earned for the periods of duty, *viz.*, from 1st March 1923 to 13th April 1923 and from 10th December 1923 to 29th February 1924, should be divided by $3 + \frac{1}{10} + \frac{2}{12} = \frac{3,853}{130}$ months, the fractions $\frac{1}{10}$ and $\frac{2}{12}$ representing periods of duty, in terms of months, in April and December 1923 respectively. Where x is the total pay earned by duty from 1st March 1923 to 13th April 1923 and from 10th December 1923 to 29th February 1924, the average pay is equal to $\frac{9,40x}{3,853}$.]

A. G. P. T. No. Mis.-130/A.-205, dated 14th April 1924, to Ar. G. and Ar. G.'s No. 388-A/110-24, dated 13th June 1924 to A. G. P. T.]

(2) The term "month" in this rule means "calendar month" as in Rule 9 (18).

[Para. 3 of Manual of Audit Instructions, Vol. I.]

(3) In the case of a Government servant of a vacation department, the vacations falling in the period of 12 complete months immediately preceding the month in which leave is taken should be treated as duty under Fundamental Rule 82 (b) and the emoluments drawn by the Government servant during the vacations should be treated as pay drawn on duty and should therefore be taken into account in determining his leave salary during the succeeding leave.

[Para. 83 of Manual of Audit Instructions, Vol. II.]

(4) In the case of a Government servant of a Vacation department both prefixing and affixing leave to a vacation, the leave salary for the leave affixed should be calculated on the emoluments drawn by the Government servant during the twelve complete months preceding the commencement of his leave.

[Part IV of A. I. Cir. No. 27, dated 31st Aug. 1925.]

Auditor-General's decisions —

(1) The case of officers in foreign service in Mesopotamia is different from the ordinary cases of foreign service out of India in

that in respect of foreign service in Mesopotamia up to 28th February 1919, contributions for both leave allowances and pensions having been recovered and the service up to that date counts for leave under the rules applying to Government service (*vide* Government of India, Finance Department, letter No. 1222-E. B., dated the 5th October 1921). Service in Mesopotamia up to 28th February 1919 should therefore be treated for purposes of leave in the same way as foreign service in India, and consequently in the case of an officer who was transferred to foreign service in Mesopotamia prior to 1st March 1919 and who takes leave under the Fundamental Rules on the termination of the foreign service, the leave salary should be calculated on the basis of the twelve complete months prior to 1st March 1919, *i.e.*, the date up to which leave contribution was paid.

[Ar. G.'s No. 626-A/94-22, dated 8th Sept. 1922.]

(2) When an officer's pay while on deputation out of India is regulated by special orders of the Secretary of State under Fundamental Rule 51 and not under clause (a) of that Rule, proviso (a) to Fundamental Rule 9 (2) does not apply. The average pay should, in such cases, be calculated on the basis of the actual pay earned during the 12 complete months preceding the month in which the officer proceeded on leave.

[Ar. G.'s No. 1098-A/383-23, dated 2nd Nov. 1923.]

(3) The method of calculation of average pay in the case of officers who have enjoyed the overseas pay concession before proceeding on leave will be as set forth below.

The average pay will be calculated separately for the amounts drawn by the officer in Rupee and in Sterling respectively. For example, an officer who was in receipt of Rs. 1,250 basic pay *plus* Rs. 250 overseas pay from the 1st July 1923 and drew Rs. 1,250 basic pay and £30 overseas pay from the 1st April 1924 is entitled to a leave salary during leave commencing from 1st July 1924 of Rs. 1,250 + Rs. 250 $\times \frac{9}{12}$ + £30 $\times \frac{3}{12}$ or Rs. 1,250 + Rs. 187-8 + £7-10.

[Ar. G.'s No. 1853-Admn./1260-Ac.-24, dated 30th Dec. 1924.]

F. R. 9. (3) *Barrister* means a practising barrister of England or Ireland, and a practising member of the Faculty of Advocates of the Court of Sessions of Scotland. It does not include a person who, though called to the Bar, has never practised the profession of barrister.

(4) *Cadre* means the sanctioned strength of a service or of an establishment.

(5) *Compensatory allowance* means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.

Secretary of State's orders.—"The circumstances which justify the grant to an officer of special pay are entirely different in character from those which justify the grant of a compensatory allowance, a difference emphasised in the definitions of those terms embodied in the Fundamental Rules. Those definitions should in my view be strictly construed, and an exact compliance required with the conditions stated in them as antecedent to the grant of either special pay or compensatory allowance. The grant of compensatory allowance is a matter the control of which I have delegated to Local Governments, with whose use of the discretion entrusted to them I should normally be reluctant to interfere. I desire, however, to make it clear that for the reasons given above I am unable to recognise any necessary inter-dependence between special pay and compensatory allowance or to agree either that, where the cost of living would justify the grant to an officer of a compensatory allowance, he should be rendered ineligible for such allowance because he has already been granted special pay in recognition of the duties and responsibilities of his post, or that, if the attachment of special pay to a post is justified under the terms of the Fundamental Rules, it should be subject to reduction, because for reasons essentially different a compensatory allowance, as defined in Fundamental Rule 9 (5), is subsequently granted."

[S. of S's. Des. No. 6-Services, dated 18th Feb. 1926 received with F. D. letter No. F. 6-C. S. R.--26, dated 4th May 1926.]

Audit Instruction.—The allowances granted to Professors of Medical Colleges who are denied the privilege of private practice should be treated as compensatory allowances.

[Para. 84 of Manual of Audit Instructions, Vol. II.]

Director General's instructions.—The following allowances granted to Telegraph Traffic officials may be treated as "compensatory":—

Grain Compensation, Dear District, Food, Exposure and Ration allowances.

[D. G.'s No. G. K.-16, dated 5th March 1923, to the A. G. P. T.]

F. R. 9. (6) Duty.—(a) Duty includes:—

(i) Service as a probationer or apprentice, provided that such service is followed by confirmation.

(ii) Joining time.

(b) A local Government may issue orders declaring that, in circumstances similar to those mentioned below, a Government servant may be treated as on duty:—

(i) During a course of instruction or training.

(ii) In the case of a student, stipendiary or otherwise, who is entitled to be appointed to the service of Government on passing through a course of training at a university, college or school, during the interval between the satisfactory completion of the course and his assumption of duties.

- (iii) During preparation for an examination in any oriental language.
- (iv) On the first arrival in India of Government servants appointed in England who do not, before they report themselves at the seat of the local Government concerned, receive orders to take charge of a specified post, during the interval between the date of such report and the date on which they take charge of their duties.

Audit Instruction.—Pending the issue of general orders by local Governments under this rule, the special orders of the local Government concerned should be called for in each case in which periods of the nature referred to in this rule are treated as duty except in accordance with the rules which were in existence immediately prior to 1st January 1922, as set out in Articles 52 (c) and 68A, Civil Service Regulations.

[Para. 4 of Manual of Audit Instruction, Vol. I.]

Government of India's order under Fundamental Rule 9 (6) (b) (i)—(iii)—

The Governor General in Council has issued, under Fundamental Rules 9 (6) (b) and 20, the following general orders applicable to all Government servants under his administrative control other than Government servants employed in Chief Commissioners' provinces:—

1. A Government servant who has been substantively appointed to a post or cadre in Government service shall be treated as on duty during any course of instruction or training which he may be required or permitted to undergo in accordance with the terms of any general or special orders of the Governor General in Council.
2. A student, stipendiary or otherwise, who is entitled to be appointed to Government service on passing through a course of training at a University, College or School, shall, unless in any case it be otherwise expressly provided in the terms of his appointment, be treated as on duty during the interval between the satisfactory completion of the course and his assumption of duties.
3. (a) A Government servant shall be treated as on duty during any period which he is permitted to spend in preparation for an examination of any of the following kinds in an oriental language:—
 - (i) An optional examination by the High Proficiency or Degree of Honour test in any vernacular language.
 - (ii) An optional examination by the Higher Standard or High Proficiency Test in Sanskrit, Arabic or Persian.

- (iii) An optional examination by the Degree of Honour Test in Sanskrit, Arabic or Persian.
- (iv) In the case of Government servants of the Railway Department, a compulsory examination by the Lower Standard Test in Hindusthani.
- (v) In the case of officers appointed in the United Kingdom to the Indian Service of Engineers, the Sanitary and Electrical Services of the Public Works Department, the Engineering branch of the Telegraph Department or the Indian Forest Service, a compulsory examination in a vernacular language.
- (b) The period to be spent in preparation is limited to six months in a case covered by sub-clause (iii) of clause (a) of this paragraph and to three months in all other cases: provided that it may be extended to six months in the case of an officer of the Political Department preparing for an examination by the Higher Standard or High Proficiency Test in Persian or Arabic.
- (c) The period of preparation under sub-clause (v) of clause (a) of this paragraph shall be spent only in India.
- (d) Preparation shall not be permitted to count as duty more than once under each of the sub-clause of clause (a) of this paragraph, except that in the case of the services enumerated in sub-clause (v) the period of preparation may be taken in instalments by officers preparing themselves for one or more examinations, provided that the total of the instalments does not exceed the maximum period of three months.
- (e) Periods spent in preparation under this paragraph may be combined with periods of leave as follows:—
 - (i) Under sub-clause (i) to (iv) of clause (a) with leave on average pay.
 - (ii) Under sub-clause (v) of clause (a) with leave on average or half-average pay.

4. When a Government servant is treated as on duty under paragraphs 1 to 3 above, his right to draw during such period any compensatory allowance attached to the post on which he holds a lien shall be governed, as though he were on leave, by Supplementary Rules 6 and 7.

[G. I. F. D. Res. No. 724-C. S. R., dated 16th May 1923.]

Government of India's orders under Fundamental Rule 9 (6) (b)
(iv) —

The Government of India have declared, under Fundamental Rule 9 (6) (b), that Government servants appointed in England who,

on their first arrival in India, do not, before they report themselves at the seat of Government, receive orders to take over charge of a specified post, shall be treated as on duty during the interval between the date of such report and the date on which they take charge of their duties: provided that the interval between the receipt of orders and their assumption of duties shall not exceed the amount of joining time which would be admissible to a Government servant entitled to joining time under Fundamental Rule 105 (a).

These orders have been issued by the Government of India in its capacity as a local Government and apply to those Government servants only who are under its administrative control or in a Chief Commissioner's province.

[G. I. F. D. Res. No. 122-C. S. R., dated 10th Feb. 1922 and letter No. 175-C. S. R., dated 28th Feb. 1922.]

Government of India's order.—Service rendered as an apprentice in Civil Account offices prior to 1st March 1906 cannot be treated as "service as an apprentice" within the meaning of F. R. 9 (6) (b) (i). Such service will not therefore count for leave.

[G. I. F. D. No. 821-C. S. R., dated 26th July 1922.]

F. R. 9. (7) *Foreign Service* means service in which a Government servant receives his substantive pay with the sanction of Government from any source other than the general revenues of India or from a company working a State railway.

(8) *General revenues of India* include the revenue allocated to local Governments and exclude the revenues of local funds.

(9) *Honorarium* means a non-recurring payment made to a Government servant in return for specified service rendered.

(10) *Joining time* means the time allowed to a Government servant in which to join a new post or to travel to or from a station to which he is posted.

(11) *Leave on average (or half or quarter average) pay* means leave on leave-salary equal to average (or half or quarter average) pay, as regulated by rules 89 and 90.

(12) *Leave-salary* means the monthly amount paid by Government to a Government servant on leave.

(13) *Lien* means the title of a Government servant to return in a substantive capacity to a permanent post to which he has been appointed substantively.

Secretary of State's decision.—See entry below F. R. 26.

Government of India's decision.—The Governor General in Council has decided that an official who has elected to remain under the leave rules contained in the Civil Service Regulations is entitled to the benefit of Article 210 of those Regulations and that in his

case the application of that Article has the effect of overriding the definition of the word "lien" in F. R. 9 (13) for the purpose of the interpretation of that word in F. R. 26 (b).

[G. I. F. D. No. F. 153-C. S. R./26, dated 20th May 1926.]

Auditor General's decision.—In the case of a Government servant who holds no lien on any appointment except that which it is proposed to abolish, the correct practice in deciding the exact date from which the appointment is to be abolished would be to defer the date of abolition up to the termination of such leave as may be granted.

[Ar. G.'s Memo. No. 641-A/194-22, dated 13th Sept. 1922.]

F. R. 9. (14) *Local fund* means—

(a) revenues administered by bodies which by law or rule having the force of law come under the control of Government, whether in regard to proceedings generally or to specific matters, such as the sanctioning of their budgets, sanction to the creation or filling up of particular posts, or the enactment of leave, pension or similar rules; and

(b) the revenues of any body which may be specially notified by the Governor General in Council as such.

(15) *Local Government*, for the purposes of these rules, does not include a Chief Commissioner.

(16) (a) *Military commissioned officer* means a commissioned officer other than—

(i) a departmental commissioned officer;

(ii) a commissioned officer of the Indian Medical Department.

It does not include a warrant officer.

(b) *Military officer* means any officer falling within the definition of military commissioned officer, or included in sub-clause (i) or (ii) of clause (a) above, or any warrant officer.

(17) *Ministerial servant* means a Government servant of a subordinate service whose duties are entirely clerical, and any other class of servant specially defined as such by general or special order of a local Government.

(18) *Month* means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

Audit Instruction.—In calculating a period of 3 months and 20 days from 25th January, 3 months should be taken as ending on 24th April, and the 20 days on 14th May. In the same way the period

from 30th January to 2nd March should be reckoned as 1 month and 2 days, because one month from 30th January ends on 28th February.

[Para. 5 of Manual of Audit Instructions, Vol. I.]

F. R. 9. (19) Officiate.—A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A local Government may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.

Government of India's decisions—

(1) The Government of India have decided to retain in the *Posts and Telegraphs Department* the *14 days' rule* (originally approved by the Secretary of State in Council in his Despatch No. 3-Telegraphs, dated the 12th April 1918) under which in the case of the following appointments, no promotions to temporary or officiating rank and no reversions from such rank are made if the period of promotion or reversion does not exceed 14 days :—

Telegraph Engineering Branch.—Directors, Divisional Engineers, Deputy Assistant Engineers and Deputy Assistant Electricians;

Telegraph Traffic Branch.—Officers of the superior Traffic Branch, 1st and 2nd Divisions, Deputy Superintendents (Traffic) and Telegraph Masters;

Post Office Branch.—Chief Officers, Superintendents of Post Offices and of the Railway Mail Service, and gazetted Postmasters.

Where an officer is retained in the higher grades under this rule in excess of the sanctioned scale for a period not exceeding 14 days, any officiating promotions made in the lower grades in his place will continue. (Art. 95A, Postal Account Code, Vol. I, and para. 36, Telegraph Manual, Vol. I.)

[D. G. P. T. No. D. M.-442, dated 30th April 1923.]

(2) In the case of a Government servant with a substantive post on a permanent establishment, who is appointed to officiate in a permanent post which is substantively vacant or which is temporarily vacant in consequence of the absence of the substantive incumbent on extraordinary leave or on transfer to foreign service, and is allowed to draw the full officiating pay or salary admissible under the rules, the difference between the substantive pay and officiating pay or salary counts as emoluments for pension.

[G. I. F. D. letter No. 84-C. S. R., dated 8th July 1925, and Res. No. F.-16-C. S. R./26, dated 22nd Jan. 1926.]

F. R. 9. (20) Overseas pay means pay granted to a Government servant in consideration of the fact that he is serving in a country other than the country of his domicile.

Secretary of State's Rules regarding the grant of overseas pay.—The rules regulating the grant of overseas pay to Government servants are contained in the Government of India, Finance Department, Resolution No. 1533-Ex., dated the 5th July 1923, reproduced in Appendix 5.

[For rules regarding admissibility of **Sterling overseas pay** to the* Superior Civil Services, see Statutory Rules and Orders, 1924.]

Audit Ruling—

Mr. R—, an officer of a subordinate service of non-Asiatic domicile, was appointed to officiate as a Collector of Customs. The question for decision was whether Mr. R— was entitled to draw overseas pay under Fundamental Rule 31, read with Fundamental Rules 9 (24) and 9 (21) (a) (ii).

In the correspondence with the Secretary of State on the principles governing the grant of overseas pay, *vide* paragraph 4 of Government of India, Finance Department, Despatch No. 21, dated 30th November 1922, the Government of India speaking of an officer promoted to an Imperial service said “ If, therefore, he has a non-Asiatic domicile,.....we consider that he ought to be entitled to overseas pay from the date on which he becomes a *full member* of the service.” This proposal was accepted by the Secretary of State and although the Government of India did not explain what they meant by the phrase “ a full member ” yet it is reasonable to assume that the Secretary of State interpreted this as meaning “ when they are substantively appointed to the post carrying such pay.”

The proposal to grant Mr. R— overseas pay while officiating in the Customs Department will require, therefore, the sanction of the Secretary of State.

[Ar. G.'s No. 1124-A/424-23, dated 5th Nov. 1923.]

Auditor General's decision—

In a case regarding calculation of the average cost of a post in the Imperial Police Service, the following orders were passed by the Auditor General:—

* * * As regards the calculation of the average cost of overseas pay, the total cost of Sterling and Rupees overseas pay now drawn should be worked out separately and divided in each case by the number of men so drawing. As the cost to India is the cost of sending money to England to make the payment there, 1s. 6d.* should be taken as the rate for converting sterling overseas pay into rupees for this purpose.

* The current rate of exchange, as defined in Article 348, Account Code, will hereafter be applied in converting sterling overseas pay into rupees for all purposes—G. I. F. D., Resn. No. F. 276-Ex./25, dated 1st April 1926.

As Indianisation increases, less junior officers will draw sterling overseas pay and more junior officers will draw rupee overseas pay. The average sterling overseas pay will increase, the average rupee overseas pay will decrease, the average of both combined will decrease slightly.

[Ar. G.'s No. 1402-Admn./397-25, dated 28th Nov. 1925.]

F. R. 9. (21) (a) *Pay* means the amount drawn monthly by a Government servant as—

- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre, and
 - (ii) overseas pay, technical pay, special pay and personal pay, and
 - (iii) any other emoluments which may be specially classed as pay by the Governor General in Council.
- (b) In the case of a military officer, pay includes the amount which he receives monthly under the following designations:—
- (i) Military pay and allowances and staff salary;
 - (ii) Indian Army pay and staff salary; and
 - (iii) consolidated pay.

Government of India's decisions—

• (1) The Governor General in Council has classed "*Judicial pay*" as "*Pay*" under this rule (with effect from 1st January 1922).

[G. I. F. D. No. 76-E. A., dated 25th Jan. 1922.]

(2) The Government of India have decided that language allowances shall be termed "*language pay*" in future and that they shall be classed as "*Pay*" under this rule. This decision has effect from 1st January 1922.

[G. I. F. D. Res. No. 1439-F. E., dated 14th July 1922, and No. 2638-F. E., dated 15th Dec. 1922.]

(3) The overtime allowance granted to the postmen of Rangoon Head Post Office and its town sub-offices for extra work performed by them in connection with the special delivery of Inward English Mails may be designated as "*Overtime Pay*" as in Rule 9 of the new rules relating to the powers of the Director General of Posts and Telegraphs (Rule 88 of the Book of Financial Powers), but it will be classed as "*Pay*" under this rule.

[G. I. F. D. U. O. No. 1053-E. B., dated 29th Aug. 1922 to A. G. P. T.]

Audit Instructions—

(1) If language allowances are lump sum allowances, they will be dealt with under Fundamental Rule 46. If they are recurring payments, they will fall under the head "pay" under Fundamental Rule 9 (21) (a).

[Para. 6 of Manual of Audit Instructions, Vol. I.]

(2) If the allowances granted to medical officers in medical charge of Railway employees are paid from general revenues they may be classified as 'special pay.' If they are paid by companies they cannot be treated as 'special pay' unless contribution is paid.

[Para. 85 of Manual of Audit Instructions, Vol. II.]

F. R. 9. (22) *Permanent post* means a post carrying a definite rate of pay sanctioned without limit of time.

(23) *Personal pay* means additional pay granted to a Government servant—

(a) to save him from a loss of substantive pay due to a revision of pay or to any reduction of his substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances, on other personal considerations.

Government of India's decision.—The Government of India have declared, with the approval of the Secretary of State, that the personal allowance granted in lieu of Exchange compensation allowance, referred to in paragraph 3 of Government of India, Finance Department, Resolution No. 1559-E. A., dated 16th August 1921 and paragraph 4 of Government of India, Finance Department, Resolution No. 591-F. E., dated the 29th March 1922, shall be treated as "Personal Pay" for the purpose of calculating leave salary, but not for pension.

[G. I. F. D. No. 2660-F. E., dated 19th Dec. 1922.]

F. R. 9. (24) *Presumptive pay of a post*, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the Government servant performs or discharges the work or responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned.

Audit Instruction.—The first part of the definition is intended to facilitate the use of the term in relation to a Government servant who has been absent from a post for some time but still retains a lien on it.

[Para. 7 of Manual of Audit Instructions, Vol. I.]

F. R. 9. (25) *Special pay* means an addition, of the nature of pay, to the emoluments of a post or of a Government servant, granted in consideration of—

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility; or
- (c) the unhealthiness of the locality in which the work is performed.

Secretary of State's decision.—The Secretary of State in Council is of the opinion that, provided the sanctioning authorities limit the allowances granted on account of the unhealthiness of a locality to cases in which the locality is really likely to cause illness or impaired vitality, it is reasonable that they should be taken into account in calculating leave-salary and pension. The Secretary of State in Council desires that the attention of local Governments should be called to the fact that this limitation is inherent in the rule as it stands, and he has observed that the local Governments will no doubt re-examine any case in which they have reason to suppose that this condition has not been satisfied or does not continue to be satisfied.

[G. I. F. D. No. 914-C. S. R., dated 8th May 1924.]

Government of India's orders—

(1) Duty allowances now termed as special pay should continue to be left out of account in determining the rate of allowances admissible under the Calcutta, Bombay and Rangoon House Allowance Scheme to officers of the Posts and Telegraphs Department.

[G. I. P. W. D. No. 644-P. W., dated 10th April 1923.]

(2) When special pay has been sanctioned in the form of a percentage of pay in the ordinary line and the pay in the ordinary line includes an element of sterling overseas pay, such special pay should be determined as follows:—

- (a) the special pay is admissible on the sterling overseas pay as well as on the rupee basic pay;
- (b) the special pay must be expressed and drawn wholly in rupees;
- (c) the sterling overseas pay should for the purpose of calculating the special pay be converted into rupees at the rate of 2s. to the rupee.*

[Part VIII of A. I. Cir. No. 27, dated 31st Aug. 1925.]

F. R. 9. (26) *Statutory Civil Servant* means a native of India who was appointed, under notification of the Government of India in the Home Department, No. 1534, dated the 22nd August 1879, to an office, place or employment mentioned in section 6 of Statute 33 Vict., chapter 3.

* See footnote at page 16.

- F. R. 9. (27)** *Subsistence grant* means a monthly grant made to a Government servant who is not in receipt of pay or leave-salary.
- (28)** *Substantive pay* means the pay, other than special pay or pay granted in view of personal qualifications, which a Government servant draws on account of a post which he holds substantively or by reason of his substantive position in a cadre.
- (29)** *Technical pay* means pay granted to a Government servant in consideration of the fact that he has received technical training in Europe.

Secretary of State's orders.—Technical pay is abolished with effect from 1st April 1924 in the Indian Service of Engineers, the Indian Railway Service of Engineering (I. S. E.), the Locomotive and Carriage and Wagon Departments, in State Railway Revenue establishments and the Superior Telegraph Engineering Branch of the Posts and Telegraphs Department.

[Rule 6 of Statutory Rules and Orders, 1924.]

- F. R. 9. (30)** *Temporary post* means a post carrying a definite rate of pay sanctioned for a limited time.

Auditor General's decision.—A temporary post can be held either substantively or in an officiating capacity.

[Ar. G.'s No. 828-Code/117-22, dated 11th Dec. 1922.]

- F. R. 9. (31)** *Time-scale pay* means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.

Government of India's Orders—

Method of calculation of average pay of a post on a time-scale of pay.—(1) In the case of services on time-scales of pay broken up into stages or grades or where there are selection grades and efficiency bars, the following formula may be applied for ascertaining the average pay:—

Let "a" be the initial pay of all who join the service. Let the total service be made up of—

W whose maximum pay is b

X „ „ „ d

Y „ „ „ f

Z „ „ „ h

Then the average pay

$$S = \frac{a}{2} + \frac{Wb + Xd + Yf + Zh}{2(W + X + Y + Z)}$$

Applying this formula to the case of an establishment consisting of:—

1 post on	. . .	Rs. 500—30—800.
8 posts on	. . .	Rs. 150—20—450 (efficiency bar at Rs. 270).
87 posts on	. . .	Rs. 50—4—90—3—150 with two further annual increments of Rs. 10. (Efficiency bars at Rs. 90, with two quinquennial increments of Rs. 5, and at Rs. 120).
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Let 59 be the number of men whose maximum salary is Rs. 170.

6 be the number of men whose maximum salary is Rs. 90 with two quinquennial increments of Rs. 5.

3 be the number of men whose maximum salary is Rs. 120.

1 be the number of men whose maximum salary is Rs. 270.

7 be the number of men whose maximum salary is Rs. 450.

1 be the number of men whose maximum salary is Rs. 800.

19 be the number of men whose maximum salary is Rs. 150.

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Then the average cost of an appointment in this establishment

$$\begin{aligned}
 &= \frac{1}{96} + \frac{1}{2} \frac{(59 \times 170) + (6 \times 90) + (3 \times 120) + (1 \times 270) + (7 \times 450) + (1 \times 800) + (19 \times 150)}{59 + 6 + 3 + 1 + 7 + 1 + 19} \\
 &= \frac{1}{96} + \frac{1}{2} \frac{0,030 + 540 + 360 + 270 + 3,150 + 800 + 2,850}{96} \\
 &= \frac{1}{96} + \frac{1}{2} \times \frac{18,000}{96} \\
 &= 25 + 94 \\
 &= 119.
 \end{aligned}$$

(2) In the case of clerical establishments on a continuous time-scale, i.e., rising from the minimum to the maximum by a uniform rate of increment, the average pay may be calculated as below:—

Let “a” = the initial pay of the scale,

“s” = the average total period of service in the scale,

“b” = the pay attainable in the scale at and just preceding the end of the average period of service,

“r” = the period of rising from ‘a’ to ‘b’

then the average pay equals

$$\frac{a + b}{2} - \left[\left(\frac{1}{60} + .00006 s \right) (r + 1) - \frac{s}{60} \right] (b - a).$$

Thus the average pay of a post on Rs. 500—30—800 where the average total period of service is 11 years is worked out as follows:—

$$\therefore \text{“a”} = 500 \quad \text{“s”} = 11 \quad \text{“b”} = 800 \quad \text{“r”} = 10.$$

Therefore average pay

$$\begin{aligned}
 &= \frac{500+800}{2} - [(0.0006 \times 11) (10+1) - 1.1] (800-500) \\
 &= \frac{1300}{2} - [(0.01667 + 0.0066) (10+1) - 1.8333] (800-500) \\
 &= 650 - [(0.01733 \times 11) - 1.8333] (800-500) \\
 &= 650 - (0.19063 - 1.8333) (800-500) \\
 &= 650 - (0.0730 \times 300) \\
 &= 650 - 21.9 \\
 &= 647.31.
 \end{aligned}$$

NOTE 1.—In applying these formulæ W, X, Y and Z are variables which have to be determined by estimation or by scrutiny of past records for each service separately.

NOTE 2.—In cases which do not fall wholly under (1) or wholly under (2) above the calculation is difficult and such cases should be referred to the Auditor General.

[Para. 8 of Manual of Audit Instructions, Vol. I (as amended by correction No. 4, dated 1st July 1924), and G. I. F. D. Nos. 440-E. A., dated 16th May 1923 and 1561-Ex., dated 10th July 1923.]

F. R. 9. (32) *Travelling allowance* means an allowance granted to a Government servant to cover the expenses which he incurs in travelling in the interests of the public service. It includes allowances granted for the maintenance of conveyances, horses and tents.

PART II.**Chapter III.—General Conditions of Service.**

F. R. 10. Except as provided by this rule, no person may be substantively appointed in India to a permanent post in Government service without a medical certificate of health, which must be affixed to his first pay bill. A local Government may make rules prescribing the form in which medical certificates should be prepared, and the particular medical or other officers by whom they should be signed. It may, in individual cases, dispense with the production of a certificate, and may by general order exempt any specified class of Government servants from the operation of this rule.

[For rules made by the Governor General in Council, under Fundamental Rule 10, see Supplementary Rules 3, 4 and 4-A.]

[For Administrative Instructions issued by the Governor General in Council in connection with Fundamental Rule 10 regarding conditions of age on appointment to Government service, see Part I of Appendix No. 3.]

F. R. 11. Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him, and he may be employed in any manner required by proper authority, without claim for additional remuneration, whether the services required of him are such as would ordinarily be remunerated from general revenues, from a local fund or from the revenues of an Indian State.

F. R. 12. (a) Two or more Government servants cannot be appointed substantively to the same permanent post at the same time.

(b) A Government servant cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.

(c) A Government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

F. R. 13. If a Government servant is transferred to duty which there is reason to believe will not terminate within three years, and retains no connection with his substantive post, a local Government may suspend his lien upon that post and fill it substantively, subject to the condition that the arrangements thus made will be reversed on the return of the Government servant in question. When the Government servant transferred draws pay in a selection grade of a cadre, another Government servant may, subject to the same reservation, be promoted to the selection grade even if no change of duties is involved.

Government of India's decision.—The limit of three years mentioned in this rule, refers to the duration of the duty itself and not to the tenure of appointment by a particular officer.

[G. I. F. D. No. 4143-P., dated 14th Aug. 1900—page 14 of Posts and Telegraphs Supplement to C. S. R.]

F. R. 14. Unless his lien is formally transferred or suspended by the local Government, a Government servant holding substantively a permanent post retains a lien on that post or on a post of the same character in the same cadre,—

- (a) subject to the exception in rule 97, while on leave;
- (b) while on foreign service or holding a temporary post or officiating in another post;
- (c) during joining-time on transfer to another post, unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post; and
- (d) while under suspension.

NOTE.—In the case of a chaplain, the acceptance during leave of a benefice in the United Kingdom is not acceptance of foreign service for the purpose of sub-clause (b) above.

F. R. 15. A Government servant shall not, save in cases of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify.

F. R. 16. A Government servant may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as the Secretary of State in Council may by order prescribe.

F. R. 17. (1) Subject to any exceptions specifically made in these rules and to the provision of sub-rule (2), an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post, and shall cease to draw them as soon as he ceases to discharge those duties.

(2) The date from which a person recruited overseas shall commence to draw pay on first appointment shall be determined by the general or special orders of the authority by whom he is appointed.

[For Administrative Instructions issued by the Governor General in Council regarding “Charge of Office” and “Leaving Jurisdiction,” see Part II of Appendix No. 3.]

Government of India's decision.—The Governor-General in Council has decided that the pay of officers recruited overseas who are entitled to a first class passage to India, shall commence from the

date of their arrival in India, provided that it is not otherwise laid down in the Civil Service Regulations. In the case of officers who receive a second class passage, pay shall commence from the date of embarkation for India.

[G. I. F. D. No. F.-252/C. S. R./26, dated 9th July 1926.]

Audit Instructions—

(1) A Government servant will begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post if the charge is transferred before noon of that date. If the charge is transferred after noon, he commences to draw them from the following day.

[Para. 9 of Manual of Audit Instructions, Vol. I.]

(2) A Government servant appointed to the Public Works Department by the Secretary of State begins to draw pay from the date of his landing in India unless the letter of appointment distinctly specifies another date.

[Para. 10 of Manual of Audit Instructions, Vol. I.]

F. R. 18. Unless the Governor General in Council, in view of the special circumstances of the case, shall otherwise determine, after five years' continuous absence from duty, elsewhere than on foreign service in India, whether with or without leave, a Government servant ceases to be in Government employ.

PART III.

Chapter IV.—Pay.

F. R. 19. Subject to the provisions of rules made under section 45-A of the Act, and to any restrictions which the Secretary of State in Council may by order impose upon the powers of the Governor-General in Council or the Governor in Council, as the case may be, the fixation of pay is within the competence of a Local Government; provided that, except in the case of personal pay granted in the circumstances defined in Rule 9 (23) (a), the pay of a Government servant shall not be so increased as to exceed the pay sanctioned for his post without the sanction of an authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased.

Audit Instruction.—It is not the intention of Fundamental Rule 19 that it should give a local Government power to grant less pay than is permissible under Fundamental Rules 22 and 23.

[Para. 86 of Manual of Audit Instructions, Vol. 11.]

Auditor General's decision.—The rule does not give a local Government power to grant pay in excess of what is permissible under other rules in the Fundamental Rules. Thus it does not enable a local Government to grant an initial pay higher than is permissible under Fundamental Rule 22. But once an initial pay is fixed under Fundamental Rule 22, Fundamental Rule 27 enables an authority mentioned therein to grant advance increment immediately. Thus in fact, Fundamental Rules 22 and 27 read together enable an authority mentioned in Fundamental Rule 27 to fix initial pay in excess of the amount permissible by Fundamental Rule 22 only.

[Ar. G.'s No. 1164-A/408-23, dated 20th Nov. 1923.]

F. R. 20. When a Government servant is treated as on duty under Rule 9 (6) (b), the local Government may, at their option, authorise payment to him of the pay of his substantive appointment, or of any lower rate of pay which the local Government may consider suitable. If the duty consists in a course of training or instruction, the pay admissible may, if the local Government so direct, be, instead of either of the rates just specified, the pay of any officiating appointment held by the officer at the time he was placed on such duty, but this rate of pay shall not be allowed for a period longer than that for which the officer would have held the officiating appointment had he not been placed upon a course.

Audit Instruction.—

In the case of a Government servant who, while officiating in one post, is appointed to officiate in another, the period of joining time spent in proceeding from one post to the other should be

treated as duty in the post, the pay of which the Government servant draws during the period and will count for increments in the same post under Fundamental Rule 26 (a).

In the case of a Government servant who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty, while under training, the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or instruction if he is allowed the pay of the officiating post during such period.

[Part I of A. I. Circ. No. 28, dated 19th Jan. 1926.]

F. R. 21. Time-scale Pay.—Rules 22 to 29 inclusive and Rule 32 apply to time-scales of pay generally. They do not, however, apply to any time-scale sanctioned by the Secretary of State in Council in so far as they are inconsistent with terms specially so sanctioned for such time-scale.

F. R. 22. When a Government servant is appointed substantively to a post on a time-scale of pay:—

- (a) (i) if he has not previously officiated in the post, or
- (ii) if he has officiated in it but his present substantive pay exceeds the pay which he last drew in it,

he will draw as initial pay the pay of the stage in the time-scale next above his present substantive pay, if any, and will draw increments after the periods usually required; and

- (b) if he has previously officiated in the post, but his present substantive pay does not exceed the pay which he drew when last officiating.

he will draw initial pay equal to that pay, and will count for increment in that stage the period during which he was drawing the said pay.

Government of India's decisions—

(1) The re-employment of a Government servant after resignation or after discharge on reduction of establishment amounts to a fresh appointment for the purpose of Fundamental Rule 22 and he will, therefore, draw the minimum of the time-scale. If, in any case, it is considered that a higher rate of pay should be given, the case can be dealt with under Fundamental Rule 27.

[G. I F. D. No. F.-131-C. S. R./25, dated 1st May 1925, and Part I of A. I. Cir. No. 27, dated 31st Aug. 1925.]

(2) The Government of India have decided that Fundamental Rule 22 as it stands applies in cases of transfers from one time-scale of pay to another which is identical with the former.

[The question whether two posts are “on the same scale of pay” must be decided with reference to the general principle laid down in Fundamental Rule 30, viz., that “any two posts are said to be on the same scale of pay when they fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or

degree of responsibility in a service or establishment or group of establishments." In the case of the Subordinate Accounts Service, no single cadre or class was ever created to fill all such posts in all the Civil Account Offices in India. Thus prior to 1st March 1925, the Subordinate Accounts Service posts in the various Civil Account Offices were on identical scales of pay and not "on the same scale of pay" within the meaning of the principle referred to above. The above ruling, therefore, applies in the case of a Government servant who was transferred before 1st March 1925 but after 1st January 1922 from a post in the Subordinate Accounts Service in one Civil Account Office to a similar post in another Civil Account Office.]

[Ar. G.'s Nos. 207-A/11-24 and T-283/11-A-24, dated 17th March 1925 and 29th May 1925 respectively.]

(3) In amplification of previous orders on the subject, the Government of India have prescribed that when in the interests of the service transfers of the permanent staff of the Post Office, including the Railway Mail Service, occur within any one of the following classes, namely—

- (i) the clerical staff of all offices including administrative offices,
- (ii) postmen, branch postmasters, mail guards, etc., or
- (iii) menials

the pay of the individuals transferred will be determined on the *point to point system*, that is to say, an official transferred from one time-scale to another should be brought on to its new time-scale at the stage corresponding to the stage he had reached in his old scale. The dates of his future increments will remain unchanged by the transfer.

[G. I. I. L. No. 49-P. T., dated 2nd Sept. 1925, and India Office letter No. P. W.-4349/22, dated 17th Oct. 1922.]

(4) A Government servant who, on the abolition of a temporary post held substantively by him is appointed to another post either temporary or permanent, is entitled under F. R. 22 to have his initial pay regulated with reference to the pay drawn in respect of the post which is abolished.

[G. I. F. D. No. F/99-C. S. R.-26, dated 27th March 1926.]

Auditor General's decision.—A question arose whether in the case of ^{an exchange of two clerks between two audit offices, their} ~~retransfer of a clerk to his old post, his~~ pay should be regulated under Fundamental Rule 22. It was decided that from an audit point of view the rule is applicable, but this difficulty can always be met by administrative action. In the case under consideration, it was decided that the ^{exchange} ~~retransfer~~ should not be permitted unless the ^{clerk} ~~clerk~~ concerned agree to receive the rates of pay which are equitably due to ^{them} ~~him~~.

[Ar. G.'s No. 1061-A/409-23, dated 26th Oct. 1923.]

Accountant General's decisions—

(1) Fundamental Rule 22 applies to all Government servants confirmed on or after 1st January 1922 even though Rules 30 to 35 of the Fundamental Rules have been declared inapplicable to the Posts and Telegraphs Department for the present (*i.e.*, up to 30th June 1922).

Where a Government servant is confirmed on or after 1st January 1922 in a time-scale appointment, and his initial pay is fixed at a stage in the time-scale, he should count, for the purpose of the next increment, all officiating service up to a *maximum of one year* (or any other period during which an increment is earned), during which he has been drawing the pay of that stage. For example, an officer permanent on Rs. 150—10—200, who on 1st January 1922 had officiated in the grade of Rs. 200—20—300 and had been drawing Rs. 240 for three years, and who was confirmed on 2nd January 1922, will start with an initial pay of Rs. 240 under Fundamental Rule 22 (b), and by virtue of the last clause of this rule, may draw the next increment to Rs. 260 also from that date. Despite the fact that he has put in three years' service at the stage of Rs. 240, he will not, however, draw more.

[A. G. P. T.'s No. Mis. 3778/P-219, dated 22nd Dec. 1922, and No. Mis. 2970/P.-219, dated 5th Jan. 1924.]

(2) Under Fundamental Rule 22, a Government servant (whether with or without a substantive post) officiating in a post on a time-scale earns increment therein during his officiating tenure. On subsequent confirmation in that post his initial pay will be, under Fundamental Rule 22 (b), the officiating pay he last drew in that post, unless he held a substantive post and drew higher substantive pay when confirmed. The absence of the word "if any" in Fundamental Rule 22 (b) (after 'substantive pay') cannot exclude from its scope the cases of officiating men confirmed for the first time. The omission of the word "substantive" between the words "present" and "pay" in the original draft of Fundamental Rule 22 (b) was probably an oversight corrected by further detailed examination. The object apparently is to prevent the initial pay in one time-scale post being determined with reference to officiating pay drawn in a different time-scale post.

[A. G. P. T.'s No. 427/F.-90(a), dated 9th May 1923, to the D. A. G. P. & T., Nagpur.]

F. R. 23. The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay; provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised is final.

Audit Instructions—

(1) If the maximum pay of a post is altered with no change in the rate of increment and the minimum, the initial pay of the holder

of that post should be fixed under Fundamental Rule 22 (b) and not under Fundamental Rule 22 (a), even though he may be holding the post substantively. .

[Para. 87 of Manual of Audit Instructions, Vol. II.]

(2) This rule applies to an officiating as well as to a substantive holder of a post.

[Part XII of A. I. Cir. No. 27, dated 31st Aug. 1925.]

F. R. 24. An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a Government servant by a local Government, or by any authority to whom the local Government may delegate this power under Rule 6, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

Government of India's order.—When the authority passing orders to withhold an increment fails to specify clearly for what period the officer is to be deprived of his increments, the deprivation should be held to cease on the expiry of the period during which the officer would have drawn the increment withheld and his future increments should not be withheld.

[G. I. F. D. No. 752-C. S. R., dated 6th July 1919.]

Accountant General's decision.—A Telegraphist, in the scale of Rs. 80—5—100—10—250, was reduced from the stage of Rs. 110 to Rs. 100 for a period of 6 months. The question arose as to whether the period during which the pay of the official was reduced shall have the effect of postponing his future increments. It was decided that the rule to be applied in such cases is Fundamental Rule 24 and not Fundamental Rule 29 and that where the punishment is that of withholding an increment or the equivalent of this action, the continuance of duty is not interfered with and hence the revising authority has been vested with the power to allow the period of reduction to count for increments. On the other hand, in a case falling under Fundamental Rule 29 the official does not perform duty in the higher post and hence the rules do not give a reinstating authority power to allow the period of reduction to count for increments. In the case under consideration, it was decided that in the absence of any special order of the authority inflicting the punishment, the telegraphist would get his future increments from the dates on which they would ordinarily be due.

[A. G. P. T.'s letter No. Mis.-2574/Sec.-303, dated 20th Nov. 1923.]

F. R. 25. Where an efficiency bar is prescribed in a time-scale, the increment next above the bar shall not be given to a Government servant without the specific sanction of the authority empowered to withhold increments.

Government of India's Order.—On each occasion on which an officer is allowed to pass an efficiency bar which had previously been enforced against him, he should come on to the time-scale at such stage as the authority competent to declare the bar removed may fix for him, subject to the pay admissible according to his length of service.

[G. I. H. D. letter No. F-917-Ests., dated 2nd Oct. 1922; also Ar. G.'s No. 997-A. & A./255-21, dated 16th May 1921.]

Director General's Instructions.—The cases of all men held up at an efficiency bar should be reviewed annually and if they are subsequently allowed to cross the bar, it should not be given retrospective effect.

[D. G. P. T.'s G. O. No. 12, dated 26th Aug. 1924.]

F. R. 26. The following provisions prescribe the conditions on which service counts for increments in a time-scale:—

- (a) All duty in a post to which a time-scale applies counts for increments in that time-scale.
- (b) Officiating service in another post, service in a temporary post and leave other than extraordinary leave count for increments in the time-scale applicable to the post on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 13.

Provided that the local Government shall have power, in any case in which they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause.

- (c) If a Government servant, while officiating in a post or holding a temporary post on a time-scale of pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post shall, if he is re-appointed to the lower post, count for increments in the time-scale applicable to such lower post.
- (d) If a Government servant's tenure of a temporary post is interrupted by duty in another post or by leave other than extraordinary leave or by foreign service, such duty, leave or foreign service counts for increments in the time-scale applicable to the temporary post if the Government servant returns to the temporary post.

Provided that the local Government shall have power, in any case in which they are satisfied that the leave was taken on account of illness or for any other cause beyond the Government servant's control, to direct that extraordinary leave shall be counted for increments under this clause.

(e) Foreign service counts for increments in the time-scale applicable to—

(i) the post in Government service on which the Government servant concerned holds a lien, or would hold a lien had his lien not been suspended under Rule 13, and

(ii) any post to which he may receive officiating promotion under Rule 113 below, for the duration of such promotion.

[*Example.*—A, pay Rs. 800—1,000, acted in the grade of Rs. 1,000—1,200 on the minimum pay from 16th April 1921 to 6th April 1922 and then proceeded on 10 months' leave on average pay from 7th April 1922. He was promoted substantively to the grade of Rs. 1,000—1,200 on 2nd August 1922 (while on leave).

He can count the period from 16th April 1921 to 6th April 1922 as well as the period of leave from 2nd August 1922 to 6th February 1923, for increment in the scale of Rs. 1,000—1,200, as he had a lien on a post in that grade with effect from that date (*Vide* F. Rs. 12 (c) and 26 (b)).]

[Ar. G.'s No. 816-A/299-23, dated 24th July 1923.]

Secretary of State's decision.—Under paragraph 4 of Government of India, Finance Department, letter No. 1079-C. S. R., dated the 26th October 1921 (*vide* entry below Fundamental Rule 58), Government servants who elect the leave rules in the Fundamental Rules and take leave for the first occasion after the introduction of those rules have the option of drawing, during the portion of leave corresponding to privilege leave, the pay of the post on which he holds a lien. The Secretary of State has decided that for the purpose of regulating the pay of Government servants who avail themselves of the concession referred to above, the term lien in Fundamental Rule 26 (b) should receive the interpretation which it bears in the Civil Service Regulations.

[G. I. F. D. No. F.-60-24-C. S. R., dated 21st July 1924.]

Secretary of State's orders.—It has been sanctioned by the Secretary of State in Council that if a Government servant while holding an administrative post in any of the Imperial services within the meaning of paragraph 8 of Government of India, Finance Department Resolution No. 1559-E. A., dated 16th August 1921, is appointed to officiate in a higher post or to hold a temporary post, his officiating or temporary service in the higher post shall, for the purpose of orders in that paragraph, be regarded as service in the administrative post. This concession takes effect from 1st January 1922.

[India Office No. F.-5225-24-Fin., dated 5th Jan. 1925, received with G. I. F. D. No. 1479-Ex., dated 3rd Feb. 1925.]

Government of India's decision.—See entry below F. R. 9 (13).

• *Audit Instructions*—

(1) The intention of clause (c) is to allow the concession, irrespective of (i) whether the higher post is within or outside the department to which the Government servant belongs and (ii)

whether the Government servant, but for his appointment to the higher post, would have continued to officiate in the lower post or not.

[Para. 6 of A. I. Cir. No. 16, dated 16th June 1924.]

(2) A period of overstayal of leave does not count towards increment under the Fundamental Rules.

[Para. 1 of A. I. Cir. No. 22, dated 18th Jan. 1925.]

Auditor General's decisions—

(1) A person who has elected the Civil Service Regulations leave rules cannot count for increments in his officiating appointment the period of privilege leave he takes while so officiating as this is contrary to the Fundamental Rules.

[Ar. G.'s No. 767-A/69-23, dated 23rd June 1923.]

(2) Fundamental Rule 26 (c) introduces a new concession and not an alternative to that admissible under Fundamental Rules 26 (a) and 32. Such officiating service in a higher post or service in a higher temporary post, therefore, counts for increments both in the lower and higher posts.

[Ar. G.'s No. 5-A/412-23, dated 7th Jan. 1924, to A. G. P. & T.]

F. R. 27. An authority may grant a premature increment to a Government servant on a time-scale of pay if it has power to create a post in the same cadre on the same scale of pay.

Government of India's order.—In the case of increments granted in advance, it is usually the intention that the officer should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as an officer, who has so risen.

[G. I. F. D. No. 752-C. S. R., dated 6th July 1919.]

Auditor General's decisions—

(1) In drafting the Fundamental Rules it was clearly recognised that Fundamental Rule 27 would enable initial rates of pay to be fixed otherwise than in the manner enunciated in Fundamental Rule 22.

[Ar. G.'s D. O. No. 2-A/408-23, dated 3rd Jan. 1924 to A. G. P. & T.]

(2) The expression "scale of pay" represents the maximum of the scale which is to be taken into account for determining the authority competent to sanction increments rather than the stage of it.

[Letter No. 145-A/3-23 from Auditor, Government of India Sanctions.]

F. R. 28. The authority which orders the transfer of a Government servant as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.

F. R. 29. If a Government servant, who has been reduced to a lower grade or post on account of misconduct or inefficiency, is subsequently promoted or reinstated, his previous service in the grade or post from which he was reduced counts for increments unless the authority promoting or reinstating him declares that it shall not so count either in whole or in part.

Government of India's decision —

It has been brought to the notice of the Government of India that doubts exist as to whether the Fundamental Rules authorise the punishment of a Government servant by reduction from a higher to a lower stage in the same time-scale, and it has been argued that such a punishment would be contrary to those rules. The Government of India have carefully considered the question in consultation with the Auditor General and their decision is stated below.

2. The Fundamental Rules do not contain rules relating to discipline for which separate rules have been made, or have to be made, under section 96-B of the Government of India Act. Fundamental Rule 29, it is true, prescribes the procedure to be observed in regulating the accrual of increments in the case of a Government servant who has been reduced to a lower grade or post on account of misconduct or inefficiency and is subsequently promoted or reinstated, but it deals with matters relating to discipline merely indirectly and incidentally.

3. The Government of India consider that when the rules permit a man's dismissal or reduction to a lower post (Fundamental Rule 29), it seems hardly reasonable to hold that he cannot be reduced to any stage in the same time-scale on the sole ground that there is no specific provision in the Fundamental Rules to this effect. They are of opinion that the authority that is empowered to inflict any punishment (such as reduction to a lower time-scale of pay) must be held to be empowered to inflict also a smaller punishment (such as reduction to a lower stage of the same time-scale). They have therefore decided that there is nothing in the Fundamental Rules to prevent a reduction of pay from a higher to a lower stage in the same time-scale as a disciplinary measure.

[G. I. F. D. No. F-305-C. S. R.-25, dated 14th Oct. 1925.]

Auditor General's decision.—The power of a departmental officer to reduce the pay in the same time-scale of a subordinate for misconduct should not be challenged (in audit) in cases where he has the power to reduce from one grade or class to another grade or class.

[Ar. G.'s No. 548-A/192-24, dated 25th Aug. 1924.]

F. R. 30. Pay of officiating Government servants—

(1) Subject to the provisions of Chapter VI, a Government servant holding one post substantively who is appointed to officiate in another post shall not draw enhanced pay on account of the officiating appointment unless it is one of those enumerated in the schedule to this Rule, or unless it involves the assumption of duties or responsibilities of greater importance than, or of a different character from, those attaching to the substantive post:—

Provided that the local Government may exempt from the operation of this Rule any service other than an all-India service which is not organised on a time-scale basis and in which a system of acting promotion from grade to grade is in force at the time of the coming into force of these Rules: Provided further that the Governor General in Council may specify posts outside the ordinary line of a service the holders of which may, notwithstanding the provisions of this Rule and subject to such conditions as the Governor General in Council may prescribe, be granted the same pay (whether with or without the extra allowance, if any, attached to such posts) as they would have received if still in the ordinary line.

(2) For the purposes of this Rule an officiating post shall not be deemed to involve duties of greater responsibility or of a different character if the officiating post is on the same scale of pay as the substantive post. Any two posts are said to be on the same scale of pay when they fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

SCHEDULE.

- (1) District and Sessions Judges, 1st grade.
- (2) Sub-Collectors, 1st grade, in the Madras Presidency.
- (3) Selection Grade of the Indian Police Service.
- (4) Accountants-General, Class I.
- (5) Chief Engineers, Indian Service of Engineers, State Railways.
- (6) Selection posts of Collectors of Customs on pay of Rs. 3,000.
- (7) Selection grade on pay of Rs. 2,500 sanctioned for Post-masters-General who are not members of the Indian Civil Service.
- (8) The following grades in the Telegraph Department:—
 - (a) Deputy Superintendents, Traffic, 1st class.
 - (b) Deputy Assistant Engineers, 1st class.
 - (c) Deputy Assistant Electricians, 1st class.
- (9) Commissioners, First Grade, in the Bombay Presidency.

Government of India's decisions—

(1) It has been brought to notice that some doubt has been felt as to the application of the exception under Fundamental Rule 30 (proviso under revised Fundamental Rule 30 (1)) in the cases of ministerial and other establishments in which there are no grades in the sense in which the word is used in Civil Service Regulations. The exception (proviso) is intended to cover, where necessary, all cases of the grant of acting allowance from one fixed rate of pay to another without change of duty in other than all-India services.

[G. I. F. D. No. 738-C. S. R., dated 13th July 1922.]

(2) The Government of India have decided that with effect from 1st July 1922, the pay of officiating officials in the various appointments in the Post Office service as a whole, gazetted, non-gazetted and ministerial (including those in the offices of Heads of Postal Circles and in the office of the Director General) should be regulated under Fundamental Rules 30 to 36. They have at the same time decided that acting promotion from grade to grade of gazetted and non-gazetted Postmasters and other Postal officials in selection grades may continue on the ground that each grade carries greater responsibilities than those of any inferior grade.

[G. I. P. W. D. No. 104-P. W., dated 16th Jan. 1923.]

[*Government of India, Public Works Department, letter No. 1548-P. W., dated the 15th August 1922.*—As the pay of all the branches of the Posts and Telegraphs Department has not yet been entirely re-organised on a time-scale basis, the Government of India have decided that the application of Fundamental Rules 30 to 32 regulating the acting allowance of officials of all classes officiating in higher posts or grades in the Posts and Telegraphs establishments excepting those on the Superior Telegraph Engineering Branch, 1st Division, should be suspended from the 1st January 1922 (the date on which the Fundamental Rules came into force) until further orders.

Pending the issue of final orders on the question of the re-organisation of pay in those establishments of the Posts and Telegraphs which are not yet organised on a time-scale basis, the Government of India have sanctioned, the continuance of the system of acting promotion from grade to grade and the grant to officials of all classes and grades officiating in higher posts and grades, of the acting allowances under the rules in the Civil Service Regulations that would have been admissible to them prior to the introduction of the Fundamental Rules. These orders will apply in respect of officiating appointments in the Posts and Telegraphs service as a whole (gazetted, non-gazetted and ministerial, including the Railway mail service and establishments in administrative offices) with the only exception of officers of the Superior Telegraph Engineering Branch, 1st Division, and will have effect from the 1st January 1922.]

(3) The Government of India have decided that the Fundamental Rules regarding acting allowances should be applied to the Post and Telegraph Department as a whole with effect from 1st July 1922.

[G. I. I & L. No. 74-P. T./23, dated 17th Dec. 1924.]

Government of India's order.—The introduction of the extremely liberal scales of acting allowances by which a man gets the full pay of the appointment when officiating was meant to be counter-

balanced, as it were, by rigorously restricting the occasions on which such acting allowances could be given, so that unless there was a decided increase in duties or an assumption of heavier responsibilities, no acting arrangements could be made.

[G. I. F. D., memo. No. 282-C. S. R., dated 6th Feb. 1923.]

Auditor General's decision.—The words “duties” and the “responsibilities” used in Fundamental Rule 30 are to be interpreted in a wide sense as including besides the works to be performed the general responsibilities and liabilities incidental to being member of a particular service.

[Ar. G.'s No. 3971-E/676-23, dated 13th Sept. 1923.]

F. R. 31. Subject to the provisions of Rules 30 and 35, a Government servant officiating in a post will draw the presumptive pay of that post. If, however, the presumptive pay of the post, whether permanent or temporary, which he holds substantively is greater than the presumptive pay of the new post, he will draw pay equal to the presumptive pay of his substantive post.

NOTE.—If the post in which a Government servant officiates is tenable by a Government servant of any one of several grades or classes in a cadre and the fixation of the pay of all such grades or classes is within the competence of the local Government, the local Government may permit the officiating Government servant to draw the pay of any one of such grades or classes.

Audit Instructions—

(1) The pay of a Government servant officiating in a post the pay of which is subject to increase upon the passing of an examination or upon the completion of a certain period of service is the pay which he would from time to time receive if he held the post substantively.

[Para. 11 of Manual of Audit Instructions, Vol. I.]

(2) The pay of a Government servant officiating in a post the pay of which has been reduced with effect from the next succession thereto is the reduced pay.

[Para. 12 of Manual of Audit Instructions, Vol. I.]

F. R. 32. A Government servant officiating in a post on a time-scale draws as initial pay the stage of the time-scale next above his substantive pay, if any; provided that, if he has previously officiated in the post or in a post in the same cadre on the same time-scale, his initial pay shall not be less than the pay which he drew when last officiating. All officiating service in any stage of the time-scale, whether continuous or not, counts for increment in that stage. If the presumptive pay of the Government servant's substantive post at any time exceeds the pay calculated under this rule, he will draw pay equal to that presumptive pay.

NOTE.—In cases where the fixation of the time-scale of pay is within the competence of the local Government, the local Government may permit the officiating Government servant to draw as initial pay any stage of the time-scale.

Government of India's decision.—A question arose whether permanent service should be treated like officiating service for the

purpose of Fundamental Rule 32 in the case of a Government servant substantively holding post in a higher grade, who was permanently reduced to a lower grade and from the date of reduction allowed to officiate in the higher grade from which he was reduced. It was decided that under Fundamental Rule 32, as it stands, it is not admissible to take into account the previous permanent service in the higher grade in fixing the initial pay of the Government servant in question. It is, however, open to a Local Government under the Note to Fundamental Rule 32 to permit the officiating Government servant to draw as initial pay any stage of the time-scale subject to the condition laid down therein.

[G. I. F. D. letter No. F./48-C. S. R.-26, dated 10th Feb. 1926.]

Audit Instructions—

(1) A time-scale is generally attached to a particular cadre or class in a cadre, or a time-scale may be of recent introduction, whereas the class to which it is attached may have been in existence before the time-scale came into force, with a different rate of pay attached to it. If a Government servant has officiated in the cadre or class prior to the introduction of the new time-scale and has drawn during the officiating tenure salary equal to a stage or intermediate between two stages in a time-scale, then such officiating service may be counted for increment in the same stage, or if the salary was intermediate between two stages, in the lower stage.

[Para. 13 of Manual of Audit Instructions, Vol. I.]

(2) The notes under Fundamental Rules 31 and 32 provide for cases in which the pay of a post is undetermined because the post may be held by a Government servant in any one of several grades or in any stage of a time-scale. In such cases local Governments will have full powers to fix the pay of the officiating Government servant up to the maximum which can be drawn by a substantive holder, provided that such maximum is within their powers of sanction. Cases in which pay has been fixed on the assumption that the post will be held by a member of a particular service will be covered by these notes as well as Rule 33 read with Rule 21. If the service concerned is an all-India service, Rule 21 will apply. If it is not an all-India service, the local Government will have full powers provided that the maximum pay of the post is within its powers of sanction.

[Para. 14 of Manual of Audit Instructions, Vol. I.]

Auditor General's decisions—

(1) In the following case referred to the Auditor General by the Accountant General, Bombay, the Auditor General held that the Accountant General's interpretation of the rule was correct.

Reference: * * * For example, an Inspector of Police on Rs. 350 per month is officiating as Deputy Superintendent of Police. Under Fundamental Rule 32, his initial pay as Deputy Superintendent is fixed at Rs. 275, the next higher stage in the Bombay Police service. While so officiating, his substantive pay as Inspector is raised to Rs. 300 per month. Relying on the

last sentence of Fundamental Rule 32, this office regulates the officiating pay at Rs. 300 per month from that day. But it is argued by some heads of offices that it should, from that day, be fixed at Rs. 320 per month—the next higher stage in the Bombay Police service. *It is argued with a good deal of force that if the officer had reverted for one day and then began to officiate, his officiating pay would have been so fixed. The anomaly of the position is obvious. But it has been held by this office that the last sentence of Fundamental Rule 32 would have no significance if the officiating pay of an officer is to be refixed as per the first sentence of the rule, whenever his substantive pay is increased.

[Ar. G.'s No. 66-A/349-22, dated 18th Jan. 1923 to the A. G., Bombay.]

(2) Fundamental Rule 32 regulates the officiating pay of all Government servants, whether they hold or do not hold substantively other posts under Government, who are officiating on time-scale rates of pay. Under this rule, as it stands, a Government servant who has no substantive post under Government and who is appointed to officiate in a post on a time-scale of pay, may count all periods of past non-continuous officiating service in any stage of the time-scale for increments in that stage. Fundamental Rule 35, however, gives the local Government power to reduce the amount of officiating pay which is ordinarily admissible. In exercise of this power, the local Government may order that, in the case of persons having to substantive posts under Government, past non-continuous officiating service shall not count for increments (*c.f.*, in this connection the explanatory note relating Article 144, Civil Service Regulations in the memo. attached to the Fundamental Rules). The powers of a local Government under Fundamental Rule 35 are exercised, in so far as Central expenditure is concerned, by the authority which has power to make an officiating appointment to the post concerned, *vide* entry 12 in Appendix II to the Supplementary Rules made by the Governor General in Council.

[Ar. G.'s No. 155-A/31-24, dated 18th Feb. 1924.]

F. R. 33. When a Government servant officiates in a post the pay of which has been fixed at a rate personal to another Government servant, a local Government may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time-scale, may grant him initial pay not exceeding the lowest stage of that time-scale and future increments not exceeding those of the sanctioned scale.

Audit Instruction.—This rule prescribes the initial rate of pay of a Government servant officiating in a post the pay of which has been fixed at a rate personal to another Government servant. If the pay thus personally fixed is on a time-scale it is not intended that an officiating incumbent should be debarred from drawing increments in that time-scale according to the ordinary rules.

[Para. 15 of Manual of Audit Instructions, Vol. I.]

F. R. 34. If a military officer holding substantively a post in a civil department officiates in a military post, he will draw in the military department the emoluments to which he would have been

entitled under military rules had his substantive post been a post under the military department.

F. R. 35. A local Government may fix the pay of an officiating Government servant at an amount less than that admissible under these rules.

Audit Instructions —

(1) One class of case falling under this rule is that in which a Government servant merely holds charge of the current duties and does not perform the full duties of the post.

[Para. 16 of Manual of Audit Instructions, Vol. I.]

(2) When a Government servant is appointed to officiate in a post but is allowed no, or less than full, officiating pay under this rule, the period for which no, or less than full, officiating pay is admissible, should be treated for purposes of counting for increments in the same manner as if full officiating pay has been drawn under Fundamental Rule 32.

[Part V of A. I. Cir. No. 27, dated 31st Aug. 1925.]

F. R. 36. A local Government may issue general or special orders allowing acting promotions to be made in the place of Government servants who are treated as on duty under Rule 9 (6) (b).

Government of India's orders —

(1) The Government of India have ordered that Superintendents of Post Offices should be allowed to draw, while undergoing a course of training in telegraphy, the pay or salary which they were drawing before their period of training commenced or which they would otherwise have drawn in the regular line and that officiating appointments may be made in place of Superintendents attached to the Telegraph Training class.

[G. I. C. I. D. letter No. 8453-192, dated 24th Nov. 1910.]

(2) The Government of India have delegated to the Auditor General the power to authorise non-gazetted Government servants in his office, or in the offices under his control, to undergo a course of training or instruction in any office, whether in the Audit Department or outside it. They are also pleased, under Fundamental Rule 36, to allow officiating arrangements to be made in place of Government servants authorised to undergo a course of training under these orders.

[G. I. F. D. No. 3379-F. E., dated 29th Nov. 1924.]

(3) The Government of India have authorised the Director General of Posts and Telegraphs to sanction, under F. R. 36, acting promotions in place of officials of the Postal and Telegraph Department who are treated as on-duty under F. R. 9 (6) (b).

[G. I. I. & L. D. No. 27-P. T. E., dated 6th Aug. 1926.]

F. R. 37. Personal pay.—Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased, and shall cease as soon as his pay is increased by an amount equal to his personal pay.

F. R. 38. *Pay of Official Members of the Indian Legislature.*—A Government servant nominated as a member of the Legislative Assembly or the Council of State shall receive, while serving on the Assembly or the Council, the pay which he would from time to time have drawn had he not been so serving. He shall receive, in addition, such travelling allowance as the Governor General in Council may fix.

Government of India's decision.—The Government of India have decided that the correct procedure under the Fundamental Rules is to create for the officer selected to attend the Session, a temporary post for the period of his absence from his headquarters. It will then be possible to make arrangements for the performance of his regular duties without departing from the rules.

[G. I. F. D. No. 2291-C. S. R., dated 20th Dec. 1923.]

Audit Instruction.—In their Finance Department letter No. 2291-C. S. R., dated 20th December 1923, read with their letter No. F-45-C. S. R., dated the 19th July 1924, the Government of India have ruled that when a Government official is nominated as a member of the Legislative Assembly or the Council of State, it is permissible for the Local Government to create a temporary post for the period of his absence from his headquarters and to appoint him thereto. Officiating arrangement may then be made under the ordinary rules for the performance of his regular duties at his permanent headquarters.

[Para. 2 of A. I. Cir. No. 19, dated 15th Sept. 1924.]

F. R. 39. *Pay of temporary posts.*—When a temporary post is created which may have to be filled by a person not already in Government service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post.

F. R. 40. When a temporary post is created which will probably be filled by a person who is already a Government servant, its pay should be fixed by the local Government with due regard to:—

- (a) the character and responsibility of the works to be performed, and
- (b) the existing pay of Government servants of a status sufficient to warrant their selection for the post.

Audit Instruction.—Under the Fundamental Rules, special duty or deputation in India will not be recognised. A temporary post will be created for the performance of that duty. If the special duty is to be undertaken in addition to the ordinary duties of the Government servant then rules 39 and 40 will apply.

[Para. 17 of Manual of Audit Instructions, Vol. I.]

F. R. 41. *Cancelled.*

F. R. 42. Subsistence Grants.—A local Government may make a subsistence grant to a Government servant in the following circumstances:—

- (a) To any Government servant other than a military officer, while under suspension.
- (b) To any Government servant appointed in the United Kingdom, up to a maximum of two months, if, on first arrival in India, he is prevented by illness from proceeding to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct.

F. R. 43. The amount of subsistence grant shall be regulated as follows:—

(a) In the case of—

- (i) a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules; or
 - (ii) any other Government servant receiving subsistence grant under rule 42 (b),
- it shall be such as the Secretary of State in Council may by general order prescribe.

(b) In the case of any Government servant under suspension, other than a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, it shall be such as the suspending authority may direct, but shall in no case exceed one-fourth of the pay of the suspended Government servant.

Secretary of State's Rules under Fundamental Rule 43 (a) —

The Secretary of State in Council is pleased to issue the following general orders under Fundamental Rules 43 (a):—

(1) The subsistence grant of a member of the Indian Civil Service, a statutory civil servant or a military commissioned officer subject to the civil leave rules shall be as shown in the following table:—

Period spent by the Government servant on duty in India.	AMOUNT OF THE GRANT.	
	If drawn out of Asia.	If drawn in Asia.
Not more than 8 years	£ 33½	Rs. 333½
More than 8, but not more than 12 years	42½	426½
More than 12, but not more than 16 years	53½	533½
More than 16 years	66½	666

or the amount of leave-salary to which he would be entitled if he were on leave on half average pay, whichever is less.

(2) The subsistence grant of a Government servant appointed in the United Kingdom, other than the Government servants mentioned in paragraph 1 above, who, on first arrival in India, is prevented by illness from proceeding to the seat of Government to which he is attached or to any other station to which he is ordered to proceed direct, shall be Rs. 250 or the pay to which he will be entitled when he takes over charge of his duties, whichever is less.

[G. I. F. D. Res. No. 421-C. S. R., dated 10th May 1922.]

Audit Instruction.—While the suspending authority has discretion under Fundamental Rule 43 (b) to fix the amount of subsistence grant at such figure as it may think fit, subject to the prescribed maximum, it has not authority under clause (b) of Fundamental Rule 53 to refuse a subsistence grant altogether in any case which falls under that clause.

[Para. 1 of A. I. Cir. No. 20, dated 17th Nov. 1924.]

Chapter V.—Additions to pay.

F. R. 44. *Compensatory allowances.*—Subject to any restrictions which the Secretary of State in Council may by order impose upon the powers of the Governor General in Council or the Governor in Council, as the case may be, and to the general rule that the amount of a compensatory allowance should be so regulated that the allowance is not on the whole a source of profit to the recipient, a local Government may grant such allowances to any Government servant under its control and may make rules prescribing their amounts and the conditions under which they may be drawn.

NOTE.—Compensatory allowance does not include the grant of a free passage to or from the United Kingdom, which requires the general or special sanction of the Secretary of State in Council; nor, for the purpose of this rule, does it include a sumptuary allowance.

[For rules made by the Governor General in Council in his capacity as a Local Government, under Fundamental Rule 44, see Supplementary Rules 5-8 and 17-195.]

Orders issued by the Secretary of State for India declaring exchange compensation allowance to be a compensatory allowance under Fundamental Rule 44.—The Secretary of State in Council has reserved to himself the power of sanctioning the grant to Government servants of exchange compensation allowance; and to issue the following orders regarding the conditions under, and the rate at, which exchange compensation allowance may be drawn:—

1. In these orders:—

- (a) *Current rate of exchange* means the rate of exchange for telegraphic transfers from Calcutta on London on the twentieth day of the month preceding that in which a claim for exchange compensation allowance is made.
- (b) *Exchange compensation allowance* means a compensatory allowance granted to compensate a Government servant for a fall of the sterling value of the rupee below one shilling and six pence.
- (c) *Quarter* means a period of three months, ending on the 31st March, the 30th June, the 30th September, or the 31st December.

2. The following classes of Government servants may draw exchange compensation allowance:—

- (a) Members of the Indian Police Service, recruited prior to 1906, who were in receipt of the allowance on the date on which these orders came into force.
- (b) Government servants who, on the date on which these orders came into force, were serving under

a contract which provided for the grant of the allowance, for so long as they continue so to serve.

(c) Any other Government servant whom the Secretary of State in Council may declare to be eligible for the allowance.

3. The amount of exchange compensation allowance admissible to a Government servant is the number of rupees by which one-half of his pay falls short of the sum which, when converted at the current rate of exchange, will yield the sterling equivalent of one-half of his pay converted at the rate of one shilling and six pence; provided that the total amount of exchange compensation allowance drawn by a Government servant in any quarter shall not exceed the number of rupees by which a sum of £250, converted into rupees at the rate of one shilling and six pence, falls short of the rupee equivalent of the same sum when converted at the current rate of exchange.

4. (a) Exchange compensation allowance cannot be drawn by a Government servant while on foreign service or under suspension.

(b) Exchange compensation allowance, if otherwise admissible, may be drawn by a Government servant during the first four months of any period of leave on average pay.

[G. I. F. D. Res. No. 2657-F. E., dated 19th Dec. 1922.]

Secretary of State's Rules regarding grant of free passages.—
The following rules framed by the Secretary of State in Council have been reproduced in Appendix No. 6:—

(1) Passage Rules, 1925 and

(2) Passage (Subordinate) Rules, 1925.

Secretary of State's decision—

The Secretary of State in Council has decided that, with effect from the 1st October 1923, the rates of passage allowance referred to in Note to Fundamental Rule 41 for issue to officers, **who are allowed to make their own arrangements**, shall be as follows:—

	1st Class.		2nd Class.	
	£	s.	£	s.
Between United Kingdom and any port in India proper	49	10	39	0
Between United Kingdom and Aden				
direct	42	10	33	0
Between United Kingdom and Rangoon				
direct	72	0	62	0

These rates are subject to conversion at the market rate of exchange based on the Calcutta Banks' selling rates for demand drafts on London as advised weekly by the Controller of the Currency.

The Secretary of State in Council has ruled that when civil officers who make their own arrangements for passages to and are entitled to be reimbursed in India the cost of passages to and from the United Kingdom, the maximum amount of passage allowance payable for a double journey will be the cost to Government of a return ticket by the most economical route.

[G. I. F. D. No. 280-C. S. R., dated 21st Feb. 1924 and No. 64-C. S. R.-25, dated 6th March 1925.]

Government of India's order.—The Governor General in Council has authorised the Director General of Posts and Telegraphs to sanction house-rent allowance to the inferior servants employed in the Telegraph Traffic and Engineering Branches in cases where the conditions of the grant of such allowance and the amount have been laid down in the case of inferior servants of the Post Office. In such cases it may be presumed that the consent of the competent authority has been obtained.

[G. I. I. L. D. No. 76-P. T., dated 16th Sept. 1924.]

Audit Instructions—

(1) No revision of claims of travelling allowance is permissible in cases where a Government servant is promoted or reverted or is granted an increased rate of pay with retrospective effect, in respect of the period intervening between the date of promotion or reversion or grant of increased rate of pay, and that on which it is notified, unless it is clear that there has been an actual change of duties.

[Para. 18 of Manual of Audit Instructions, Vol. I.]

(2) A Government servant transferred from one province to another will draw travelling allowance for the journey according to the rules in force at the time of transfer in the province to which he is transferred.

[Para. 19 of Manual of Audit Instructions, Vol. I.]

(3) Hill Allowances fall under "Compensatory allowances." Local Governments have powers to sanction them under Fundamental Rule 44.

[Para. 20 of Manual of Audit Instructions, Vol. I.]

(4) The word "drawn" in paragraph 3 of Government of India, Finance Department, Resolution No. 2657-F. E., dated 19th December 1922 should be interpreted as "earned."

• [Para. 122 of Manual of Audit Instructions, Vol. II.]

(5) *Paragraph 4 (b) of Government of India, Finance Department, Resolution No. 2657-F. E., dated 19th December, 1922.*—Exchange compensation allowance, if otherwise admissible, may be drawn during the whole of the period of leave on average pay corresponding to the amount of privilege leave at a Government servant's credit on 1st January 1922, which may extend to six months under the special concession referred to in Note 1 to Fundamental Rule 89.

[Para. 103 of Manual of Audit Instructions, Vol. II.]

(6) This rule (Note to Fundamental Rule 44) does not restrict the power of the Government of India or a Provincial Government to grant free passages to and from the United Kingdom to a non-official recruited by them in the United Kingdom on a temporary basis, whether under a formal contract or not, in a case in which according to the interpretation of the expression "temporary post" occurring in the Central and Provincial (Reserved) Audit Resolutions and in Schedule III of the Devolution Rules, as given in a separate Audit Instruction, the Secretary of State's sanction is not required to the temporary appointment.

[Para. 4 of A. I. Cir. No. 19, dated 15th Sept. 1924.]

Auditor General's decisions—

(1) Steamer fare claimed by a Superintendent, Government House Gardens, for his journey from Nairobi to Bombay to join his first appointment in Madras was passed on the authority of the Local Government. The question arose as to whether Local Governments have full powers to grant free passages to or from any place outside India (except United Kingdom). The case related to journey to India and as such it was decided that the grant of free passage was within the competence of the Local Government. As regards journeys from India, Fundamental Rule 51 (a) is applicable.

[Ar. G.'s No. 594-A—185-22, dated 26th April 1923 to A. G., Madras.]

(2) The Government of India, Department of Industries and Labour, requested the sanction of the Secretary of State to the grant of a first class passage to India to the candidate who might be selected to replace the retiring Junior Inspector of Mines. The request was evidently made in connection with Fundamental Rule 44 and the India Office pointed out in reply that in view of the definition of 'compensatory allowance' in Rule 9 (5), Rule 44 is not applicable to passage granted on first appointment as the period of voyage is not 'duty.' It was decided that the grant of passage being part of the ordinary terms of appointment is within the powers of the High Commissioner as the recruiting authority.

[Ar. G.'s Endt. No. 115/446-25, dated 15th Nov. 1923.]

Accountant General's decision.—Ordinarily the power to grant compensatory allowances to Posts and Telegraphs officials resides

solely with the Governor General in Council under Fundamental Rule 44. But where a general sanction of the Government of India had been given to the grant of compensatory allowance at specified rates to all or to specified classes of Government servants in a locality the Director General of Posts and Telegraphs has powers to create additional posts in the locality with compensatory allowances not exceeding the rates sanctioned by the Government of India.

[A. G. P. T.'s Nos. Mis.-2736-H.-33 (a), dated 11th Oct. 1924 and Mis.-3861-H.-33 (a), dated 1st Feb. 1923.]

Director General's Instructions.—With the concurrence of the Accountant General, Posts and Telegraphs, the Director General has decided that when the Government of India have sanctioned the grant of compensatory allowance, special pay or house-rent allowance to the postmen or menials employed in any particular town or office and it is necessary, owing to the growth of business, to increase the number of postmen or menials in the same town or office, the Head of the Circle, who is empowered to sanction the employment of the additional staff, shall also have authority to sanction the grant to them of compensatory allowance, special pay or house-rent allowance, as the case may be, at the rate prescribed by the Government of India.

[D. G.'s No. A. E.-5585, dated 27th Aug. 1924 to all Postmasters General.]

F. R. 45. Provision of Residences.—When Government supplies a Government servant with a residence leased, acquired or constructed at Government expense, the following conditions shall be observed:—

- (a) The scale of accommodation supplied shall not exceed that which is appropriate to the status of the occupant.
- (b) Save in the circumstances mentioned in clause (e) below, the occupant shall pay rent for the residence, and such rent shall not exceed the standard rent which the Local Government may fix for the residence, or 10 per cent. of the occupant's emoluments, whichever is less. Emoluments, for the purpose of this rule, include compensatory allowance other than travelling allowance, whether drawn from general revenues or from a local fund, and pension, if the occupant is in receipt of pension.

NOTE.—The standard rent shall be calculated as follows:—

- (i) In the case of leased residences, it shall be the sum paid to the lessor, plus such allowance for maintenance and repairs, if these are a charge on the Local Government, as the latter may fix.
- (ii) In the case of residences acquired or constructed by Government, it shall be calculated on the cost of acquiring or constructing the residence, including any capital expenditure incurred after acquisition or construction, together with the cost or assessed value of the site, and shall be a percentage of its cost equal to such rate of interest as may from time to time be fixed by the Secretary of State in Council, plus such allowance for maintenance and repairs as the Local Government may fix.

(c) Nothing contained in clause (b) above shall operate to prevent a Local Government from—

(I) taking in any particular area a uniform percentage of emoluments, not exceeding 10 per cent., as rent from each Government servant supplied with a residence; provided that, if the uniform percentage taken is less than 10 per cent., the total amount of the standard rent fixed for all residences supplied in that area is thereby recovered; or

(II) taking from any Government servant, who is in receipt of a compensatory allowance granted on account of dearness of living, a rent in excess of 10 per cent. of his emoluments.

(d) A Local Government may make rules prescribing the principles on which rent shall be assessed in the case of Government servants who are supplied with residences in more than one station, or who, owing to the nature of their duties, occupy Government residences for a part only of the year; provided that—

(I) a Government servant, to whom more residences than one are allotted, shall not pay less rent for the total period of occupation in any one year than 10 per cent. of his emoluments for that period, or the total of the standard rents for the period of occupation of each house, whichever is less; and

(II) a Government servant to whom a Government residence is allotted for a part only of the year shall not pay less rent than the amount calculated on that residence under clause (b) above for the period of occupation.

(e) A Local Government may, in very special circumstances for reasons which should be recorded, waive or reduce the amount of rent to be recovered, or grant rent-free accommodation to Government servants who are required to occupy particular houses in order to ensure the proper performance of their duties.

(f) The limit of 10 per cent. prescribed under clause (b) and the uniform percentage of emoluments mentioned in clause (c) above have reference to the rent of the building only. Adequate additional rent should be charged for furniture, water-supply and sanitary, heating and electric installations, if these are supplied. Such charges should not be foregone, except in very special circumstances, for reasons which should be recorded.

Secretary of State's Rules.—In pursuance of Fundamental Rule 45 (b), Note (ii), the Secretary of State in Council has pres-

cribed as the rate of interest to be applied in calculating the rent of a house which may be occupied for the first time after 19th June 1922, being the date of receipt of his orders, the rate which is in force, as the standard of return from productive irrigation works, at the time of acquisition or construction of the house. He further directed that the basic interest rate on which rents for houses previously occupied have been calculated, may remain unaltered unless in any case they are higher than that now prescribed for houses occupied hereafter.

These rates are as follows:—

	Per cent.
(a) Before 1st April 1919	4
(b) From 1st April 1919 to 31st July 1921	5
(c) From 1st August 1921	6

[G. I. F. D. No. 1061-E. B., dated 4th Sep. 1922.]

Government of India's decisions—

(1) For the purpose of assessing rent the Government of India have decided that the time of construction should be taken as the date on which the accounts of the estimate for the construction of the residence are closed.

[G. I. F. D. No. 1061-E. B., dated 4th Sept. 1922.]

(2) The Government of India have decided that it is not the intention of Fundamental Rule 45 (b), Note (ii) that the Capital cost of residences, acquired or constructed by Government prior to 1st January 1922, should be modified so as to include the assessed value of site which was not taken into account in arriving at the original Capital cost under paragraph 325, Rule 1 (c), Public Works Department Code (10th edition).

[Ar. G.'s No. 1231-A/449-23, dated 18th Dec. 1923.]

(3) It has been decided by the Governor General in Council under Fundamental Rule 45 (e) that an officer may, during absence on leave or on duty elsewhere (including the part of a year during which he is permitted to perform his duties at a hill station), be permitted by the Superintending Engineer to store at his own risk, free of rent, his furniture and other belongings in the residence when both the conditions specified below are fulfilled:—

(i) the temporary incumbent does not require the residence and is exempted from the payment of the rent thereof; and

(ii) arrangements cannot be made to lease the house during the absence of the permanent incumbent.

[G. I. F. D. No. 201-C. S. R.-24, dated 16th Oct. 1924.]

(4) Fundamental Rule 45 (c) (i) does not provide for the exclusion from the calculation of any house in the particular area chosen. The idea underlying the paragraph was that higher paid

officers might make up for any loss which was incurred by Government as far as the rents of residences of lower paid officers were concerned.

[G. I. F. D. No. F. 2-C. S. R./25, dated 7th Jan. 1925.]

(5) A case has been brought to the notice of the Government of India in which an officer provided with a Government residence, who was paying a provisional rate of rent, sublet the residence during leave on that rate. During his absence, the standard rent of the building was fixed at a figure which was higher than both the provisional rate of rent and 10 per cent. of the emoluments of the officer. The question which then arose was whether the officer in question should not be made to pay the full standard rent limited to 10 per cent. of his emoluments, as it is nowhere definitely laid down that Fundamental Rule 45 is applicable to Government servants on leave. The Governor General in Council has decided under Fundamental Rule 8 that Fundamental Rule 45 applies to Government servants on leave and that in such cases the officers on leave are liable for the full assessed rent subject to the 10 per cent. limit (*i.e.*, 10 per cent. of the emoluments last drawn by the officer).

[G. I. F. D. No. F.-259-C. S. R.-24, dated 3rd Jan. 1925.]

(6) As there is no reason why an officer on long leave should retain his house, the Government of India have decided that a Government servant, who goes on leave other than leave on average pay not exceeding 4 months, should be held to have ceased to be in occupation of the building from the date of commencement of such leave unless for any reason the Local Government decides otherwise.

[G. I. F. D. No. F.-198-C. S. R.-25, dated 21st Aug. 1925.]

(7) The Government of India have decided that the whole deduction on account of house-rent from officers in receipt of sterling overseas pay should be made in India and that sterling overseas pay should be converted into rupees at the following rates for the purpose of calculating house-rent if the amount of house-rent due has to be determined with reference to the pay of the occupier:—

In respect of past transactions to end of December 1924—1s. 5 $\frac{7}{8}$ d. and

In future—at the current rate of exchange mentioned in Article 343, Account Code.

[Ar. G.'s No. 108-Admn./K. W. 621-24, dated 24th Jan. 1925.]

(8) Fundamental Rule 45 applies only to residences leased, acquired or constructed at the expense of a Local Government (including the Central Government in that capacity) and supplied by it to an officer under its administrative control. It does not apply to residences belonging to one Government and supplied to an officer paid from the revenues of another Government. It

applies, however, to residences belonging to the Central Government but under the control of the Local Government acting as Agent to the Governor General in Council, which are supplied by the Local Government to Government servants under its administrative control but paid from the Central Revenues.

[G. I. F. D. No. F.-233-C. S. R., dated 30th July 1925, as amended by G. I. F. D. No. F.-233—II.-C. S. R.-25, dated 6th Jan. 1926.]

Audit Instruction.—The rates of interest given in the following table should be applied in calculating the standard rent of residences, under Note (ii) to clause (b) of Fundamental Rule 45.

Date of acquisition or construction of the residence.	RATE OF INTEREST.	
	Buildings occupied on or before the 19th June 1922.	Buildings occupied after the 19th June 1922.
1	2	3
Before 1st April 1919	3½ per cent.	4 per cent.
1st April 1919 to 31st July 1921	„ „	5 „
1st August 1921 to 31st December 1921	„ „	6 „
From 1st January 1922 until further orders	6 „	6 „

NOTE.—The date of construction referred to in column (1) of this table should be taken as the date on which the accounts of the estimate for the construction of the residence are closed. In respect of expenditure on additions and alterations to residences the interest should be calculated at the rate applicable on the date on which the accounts of the estimates for the additions or alterations are closed.

[Para. 21 of Manual of Audit Instructions, Vol. I.]

F. R. 46. Honoraria.—A Government servant may be granted an honorarium from general revenues, or permitted to receive an honorarium or a recurring or non-recurring fee from a private person or body, or from a public body, including a body administering a local fund, or from an Indian State, in return for work performed either within or outside the course of his ordinary duties, when the work is of such exceptional merit or of such an arduous or peculiar nature as to justify a special reward. The reasons for the grant of the honorarium or fee shall be recorded in writing by the sanctioning authority.

• *Audit Instruction.*—The rule requires that the reasons for the grant should be recorded in writing, as it is intended that the grant of an honorarium or fee should be carefully controlled and that Audit should be given an effective opportunity of intervention if

it be deemed necessary. Audit Officers may, therefore, require that the reasons for the grant of an honorarium or fee should be communicated to them in each case.

[Para. 22 of Manual of Audit Instructions, Vol. I.]

F. R. 47. A Local Government may make rules fixing the amounts which may be sanctioned as honoraria or fees by the authorities subordinate to it and specifying the conditions under which they may be granted or accepted.

NOTE.—This rule does not apply to the acceptance of honoraria or fees by medical officers in civil employ, which shall be governed by such orders as the Secretary of State in Council may issue in this behalf.

[For rules made by the Governor General in Council under Fundamental Rule 47, in his capacity as a Local Government, see Supplemental Rules 9-16.]

Audit Instruction.—The honoraria and fees referred to in the note below Fundamental Rule 47, appertain to work done in a professional capacity and should be governed by the existing rules in Article 74 (d), Civil Service Regulations, till they are modified. If a medical officer in civil employ performs work such as the conduct of a University examination, such work is not professional, and the fees payable therefor should be regulated by the rules in Article 72 (c), Civil Service Regulations, till subsidiary rules are issued by the Local Government under Fundamental Rule 47.

[Para. 88 of Manual of Audit Instructions, Vol. II.]

F. R. 48. Any Government servant is eligible to receive without special permission (a) the premium awarded for an essay or plan in public competition, or (b) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice; and also any remuneration or reward payable under any special or local law or in accordance with the provisions of any Act or regulation or rules framed thereunder.

Chapter VI.—Combination of Appointments.

F. R. 49. A Local Government may appoint one Government servant to hold substantively, as a temporary measure, or to officiate in, two or more independent posts at one time. In such cases his pay is regulated as follows:—

- (a) the highest pay, to which he would be entitled if his appointment to one of the posts stood alone, may be drawn on account of his tenure of that post;
- (b) for each other post he draws such reasonable pay, in no case exceeding half the presumptive rupee pay of the post, as the Local Government may fix; and
- (c) if a compensatory allowance is attached to one or more of the posts, he draws such compensatory allowance as the Local Government may fix, provided that such allowance shall not exceed the total of the compensatory allowances attached to all the posts.

Audit Instruction.—Fundamental Rule 49 (b) requires that such pay as may be considered “reasonable” in the circumstances may be given; half the presumptive pay of the post is not therefore to be regarded as the amount normally permissible.

[Para. 23 of Manual of Audit Instructions, Vol. I.]

Auditor General's decision—

An officer was appointed as a temporary measure, under Fundamental Rule 49, to hold charge of a post in addition to his own. The question for decision was whether he is entitled to draw sterling overseas pay in respect of both the posts.

The presumptive pay of a post, *vide* Fundamental Rule 9 (24), when used with reference to any particular Government servant means “the pay to which he would be entitled if he held the post substantively and were performing its duties but it does not include special pay, etc.” This specific exception of “special pay” shows that the presumptive pay of a post includes (sterling or rupees) overseas pay. The officer in question is, therefore, entitled to overseas pay attached to the one post and such portion of sterling overseas pay in respect of the second, as may be determined by the Local Government under Fundamental Rule 49 (b).

[Ar. G.'s No. 220-A.—6-25, dated 19th March 1925, to the Comptroller, Assam.]

Chapter VII.—Deputation out of India.

F. R. 50. Unless the Secretary of State in Council by general or special order otherwise direct, no deputation of a Government servant out of India shall be sanctioned without previous reference to the Secretary of State in Council.

F. R. 51. When a Government servant is with proper sanction so deputed, his pay and allowances shall, unless the Secretary of State in Council in any particular case otherwise direct, be regulated by the Governor General in Council as follows:—

(a) If the deputation is declared by the Governor General in Council to be under *quasi*-European conditions, the Government servant deputed shall be granted not more than two-thirds of the pay which he would draw if he were on duty in India. The Governor General in Council may relax the limit of two-thirds in the case of a Government servant of Indian domicile. A compensatory allowance also may be granted by the Secretary of State in Council if the deputation is to Europe or America, or in other cases by the Governor General in Council.

(b) If the deputation is declared not to be under *quasi*-European conditions, the emoluments of the Government servant deputed shall be determined by the Governor General in Council with due regard to the provisions of Rule 40 above as though a temporary post had been created.

With effect from 13th July 1922, the sterling equivalent of the pay granted under clauses (a) and (b) of this rule to a Government servant during deputation shall be calculated at the market rate of exchange, subject to a minimum rate of 1s. 6d. per rupee.

Secretary of State's Rules.—The rules framed by the Secretary of State in Council governing the grant of travelling and other allowances to civil officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe or America are reproduced in Appendix No. 7.

Secretary of State's orders.—

(1) The Secretary of State in Council has directed that the following rule contained in Article 85, Civil Service Regulations, shall remain in force:—The Government of India may sanction the deputation of an officer of Government, whether paid from general revenues or a local fund or in Foreign service, on duty outside India otherwise than in Europe or America for not more than 12 months at the cost of Indian revenues.

[G. I. F. D. Res. No. 633-O. S. R., dated 22nd June 1922.]

(2) The Secretary of State in Council has directed that the following rules shall regulate the deputation out of India of subordinate police officers—

The Government of India, or, in cases in which the cost is met from Provincial Revenues, a local Government may depute a subordinate police officer to any country outside India, to accompany or take charge of criminals or lunatics, or on any other business, which is part of his duty as a police officer, and may grant to the officer so deputed—

- (a) full pay, for the entire period of absence from India; with
- (b) actual travelling expenses, and a subsistence allowance not exceeding the following scale, while in any country outside India:

	<i>s.</i>	<i>d.</i>
For an Officer of the Inspector class . . .	22	6 a day.
For an Officer of the Sergeant class . . .	15	0 a day.
For an Officer of the Constable class . . .	15	0 a day.

The local Government may delegate their powers under this rule to officers of a rank not lower than Deputy Inspectors General of Police, or Commissioner of Police in Calcutta.

[G. I. F. D. Res. No. 1224-C. S. R., dated 10th Nov. 1922.]

(3) The orders of the Secretary of State in Council regarding the eligibility of officers placed on deputation outside India for a return passage to India on the expiry of their deputation are contained in the extract of his Despatch No. F.-911—23, dated the 8th March 1923, reproduced below:—

* * * * *

“I am therefore to ask that if the Government of India see no objection, it may be made clear to Local Governments and to officers proceeding on deputation from time to time that the grant of a return passage to India on conclusion of a deputation is conditional on an officer's return to duty forthwith on the conclusion of the deputation, unless an arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close, and the proposed leave is begun.”

[G. I. F. D. No. 598-C. S. R., dated 25th April 1923.]

(4) The Secretary of State in Council has directed that officers on leave, who are unwilling to undertake special duty on deputation rates of pay, may be allowed to continue to consume leave and receive an honorarium fixed at one-sixth of Indian pay.

[G. I. F. D. No. 994-C. S. R., dated 9th May 1924.]

(5) The Secretary of State in Council has decided that officers on deputation out of India, whether sent on deputation from India or placed on deputation while on leave in this country, may, if average

pay leave would otherwise be admissible, convert deputation into leave on average pay *plus* an honorarium of $\frac{1}{4}$ th of Indian pay, on the condition that in both cases the cost of passages both from and to India is borne by the officer. The Secretary of State agrees that the High Commissioner may be authorised to act on this decision.

Periods of deputation converted into leave should count for pension as leave and not as deputation.

[India Office No. F.-4012-25, dated 14th Sep. 1925, received with G. I. F. D. No. F.-120-C. S. R.-25, dated 4th Nov. 1925 and 19th Nov. 1925.]

Audit Instructions—

(1) The period of the deputation runs from the date on which the Government servant makes over charge of his office in India to the date on which he resumes it: or if the Government servant is on leave out of India at the time he is placed on deputation, the period of the deputation is the time actually occupied by the duty.

[Para. 89 of Manual of Audit Instructions, Vol. II.]

(2) The expression "market rate" used in Fundamental Rule 51 (b) means the market rate in Calcutta (on the date on which each payment becomes due) for immediate telegraphic transfers on London and not the market rate as defined in Articles 344 and 345 of the Account Code.

[Part VI of A. I. Cir. No. 27, dated 31st Aug. 1925.]

Audit Ruling.—Terms of reference:—While Mr. F—, an Assistant Superintendent of the Geological Survey of India, was on deputation in England, a vacancy occurred in the grade of Superintendents in that Department in India. The Government of India proposed to appoint Mr. F— to officiate in this vacancy and to enhance his deputation pay under Fundamental Rule 51 (a), by two-thirds of the officiating pay, which he would have drawn had he remained on duty in India and assumed charge of the higher appointment of Superintendent. The Auditor General was asked whether this was admissible in view of the fact that the officiating promotion could not involve the assumption of duties or responsibilities of a different character within the meaning of Fundamental Rule 30.

Auditor General's decision.—Fundamental Rule 51 (a) permits the authorities in India to state the pay which the deputed officer would have drawn had he been on duty in India. Thus Mr. F—'s deputation pay may be regulated by a statement that had he been in India, he would from a certain date have officiated in an appointment of Superintendent which would have involved duties and responsibilities greater than those attached to his appointment as an Assistant.

[Ar. G.'s Endt. No. 461-A.—50-23, dated 28th March 1923.]

Chapter VIII.—Dismissal and Suspension.

F. R. 52. The pay and allowances of a Government servant who is dismissed from service cease from the date of such dismissal.

F. R. 53. A Government servant under suspension is entitled to the following payments:—

- (a) If a military officer in civil employ, to the pay and allowances of his military rank.
- (b) In any other case, to subsistence grant.

[See *Audit Instruction under Fundamental Rule 43 (b).*]

F. R. 54. When the suspension of a Government servant as a penalty for misconduct is, upon re-consideration or appeal, held to have been unjustifiable or not wholly justifiable; or

when a Government servant dismissed or suspended pending enquiry into alleged misconduct is, upon re-consideration or appeal, reinstated;—

the revising or appellate authority may grant to him for the period of his absence from duty—

- (a) if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal or suspension; or
- (b) if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe.

In a case falling under clause (a), the period of suspension or dismissal will be treated as a period spent on duty. In a case falling under clause (b), it will not be treated as a period spent on duty unless the revising or appellate authority so direct.

[For *Administrative Instructions issued by the Governor General in Council regarding "subsistence grants" and "com-mittals to Prison,"* see *Parts III and IV of Appendix 3.*]

Accountant General's decision.—In cases coming under clause (b) of Fundamental Rule 54, full pay should not be admitted.

[A. G. P. T.'s No. Mis-996-Sec.—290, dated 1st Aug. 1924, to D. A. G., Postal Branch, Calcutta.]

F. R. 55. Leave may not be granted to a Government servant under suspension.

• *Accountant General's decision.*—There is no objection to allowing officiating arrangements in place of officials under suspension.

[A. G. P. T. No. Mis-1756-R.-324, dated 17th Nov. 1924.]

Chapter IX.—Compulsory Retirement and Resignation of Office.

F. R. 56. (a) Except as otherwise provided in this rule, a Government servant, other than a ministerial servant, is required to retire on attaining the age of 55 years. He may be retained in service after that age with the sanction of the Local Government on public grounds, which must be reported in writing; but he must not be retained after the age of 60 years except in very special circumstances.

(b) A ministerial servant may be required to retire at the age of 55 years, but should ordinarily be retained in service, if he continues efficient, up to the age of 60 years. He must not be retained after that age except in very special circumstances, which must be recorded in writing, and with the sanction of the Local Government.

(c) The following are special rules applicable to particular services:—

(i) A member of the Indian Civil Service, who is not a Judge of a Chief Court, must retire after 35 years' service counted from the date of his arrival in India; provided that, if he has held his post for less than five years, he may, with the sanction of the Governor General in Council be permitted to retain it until he has held it for that period.

(ii) A member of the Indian Civil Service, who is a Judge of a Chief Court, must retire on attaining the age of 60 years.

(iii) In the case of the officers specified in Rule 98 below, and of the Legal Remembrancer and Secretary to the Legislative Council of the Punjab if he fulfils the conditions prescribed in that rule, the age limit is 60 years.

(iv) A Civil Engineer in the Public Works or Railway Department must retire on reaching the age of 55 years, and may be required by the Governor General in Council to retire on reaching the age of 50 years if he has not attained to the rank of Superintending Engineer; provided that, in the case of Chief Engineers, the Local Government may in special circumstances, which should be recorded in writing, grant an extension of service not exceeding three months.

(v) A civilian in the Superior Railway Revenue Establishment or the Superior Establishment of the Telegraph Department must retire on reaching the age of 55 years.

NOTE.—This sub-clause does not apply to members of the first and second divisions of the Superior Telegraph Traffic Branch (other than officers of the

old Superior Telegraph Establishment), nor to those of the second division of the Superior Telegraph Engineering and Technical Branches, whose retirement is governed by clause (a) of this rule.

- (vi) The Bishops of Lahore, Rangoon, Lucknow and Nagpur, though borne on the cadre of the Indian Ecclesiastical Establishments, are not subject to any rule requiring their retirements at a particular age.
- (vii) The following provisions are applicable to military officers in civil employ:—
 - (1) Officers of the Indian Medical Service must retire from civil employ at the age of 55 years, provided that—
 - 1. a Director General of the Indian Medical Service, may remain in service up to the age of 60 years;
 - 2. Surgeons-General and Inspectors-General of Civil Hospitals may remain in civil employ up to the age of 57 years; and
 - 3. a Lieutenant-Colonel who entered the service before the 1st April 1911, and was specially selected for increased pay on or before the 16th February 1921, may remain in civil employ till he completes 30 years' service; but if he is specially selected for increased pay after the 16th February 1921, he shall be retired on attaining the age of 55 years unless he has not completed 27 years' service for pension, in which case he may be retained until he completes such period of service.
 - (2) Military officers in the Survey of India Department cease to be in civil employ on reaching the age of 55 years unless granted an extension by the Secretary of State in Council.
 - (3) Military commissioned officers serving in the Public Works or Railway Department cease to be in civil employ under the same conditions as govern the retirement of civil engineers of those departments. In addition, an officer of the Royal Engineers must retire on attaining the rank of General Officer; provided that, if he is holding a post of Chief Engineer, he may, with the sanction of the Governor General in Council, be permitted to complete a five years' tenure of the post, unless in the meantime he is required to vacate office under some other regulation.
 - (4) Military officers serving in any department, other than those mentioned in (1) to (3) of this sub-clause, cease to be in civil employ on reaching the age of 55 years; but any such officer, being a military commissioned

officer and having held his post for less than five years, may for special reasons, with the sanction of the Governor General in Council, be permitted to retain it until he has held it for that period.

NOTE 1.—This rule does not apply to a Government servant who is appointed to any post by His Majesty the King Emperor of India, or by the Governor General in Council with His Majesty's approval.

NOTE 2.—For the purpose of sub-clauses (i), (vii) (3) and (vii) (4)* of clause (c) of this rule officiating tenure of a post shall be included in calculating the period of five years.

NOTE 3.—The grant, under Rule 86, of leave extending beyond the date on which a Government servant must compulsorily retire, or beyond the date up to which a Government servant has been permitted to remain in service, shall be treated as sanctioning an extension of service up to the date on which the leave expires.

Secretary of State's Ruling.—The age of superannuation referred to in sub-clause (c) (iii) should be 60 years in case of all incumbents of the posts included in F. R. 98, which has replaced Art. 547-C. S. R., irrespective of whether the officer concerned is recruited directly or promoted from a subordinate post.

[G. I. F. D. No. 2053-C. S. R., dated 16th May 1923.]

Government of India's order.—Under Fundamental Rule 2, the Governor General in Council has declared, in so far as Government servants under his administrative control or in a Chief Commissioner's Province are concerned, that Fundamental Rule 56 (a) shall not apply to a Government servant in inferior service.

[G. I. F. D. No. 723-C. S. R., dated 16th May 1923.]

Audit Instructions—

• (1) When a Government servant is required to retire, revert, or cease to be on leave, on attaining a specified age, the day on which he attains that age is reckoned as a non-working day, and the Government servant must retire, revert, or cease to be on leave (as the case may be) with effect from and including that day. This rule applies to all Government servants, Civil, Military or Naval.

[Para. 24 of Manual of Audit Instructions, Vol. I.]

(2) The period of five years referred to in sub-clause (c) (i) of this rule begins to run from the date on which the Government servant first takes up the office, whether substantively or temporarily, provided that, if temporary, he is confirmed without reverting to his substantive post; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher post, i.e., the period of temporary promotion is included in the period of five years,

• [Para. 25 of Manual of Audit Instructions, Vol. I.] •

(3) The law officers referred to in sub-clause (c) (iii) of this rule and to whom the old rules in Chapter XXIV, Civil Service

Regulations, applied on the 25th June 1901 are exempt from compulsory retirement at 55 years of age.

[Para. 26 of Manual of Audit Instructions, Vol. I.]

(4) The period of five years referred to in sub-clause (c) (vii) (3) of this rule begins to run from the date on which the officer first becomes entitled to draw the full pay of the post whether holding the post substantively or only in an officiating capacity: provided that, if officiating, he is confirmed in the post without a break of service.

[Para. 27 of Manual of Audit Instructions, Vol. I.]

(5) The period of five years referred to in sub-clause (c) (vii) (4) of this rule begins from the date on which the officer first takes up the office, whether substantively or temporarily; provided that, if temporary, he is confirmed without reverting to his substantive post; but the currency of the period is not interrupted by any subsequent temporary promotion to a higher post, i.e., the period of temporary promotion is included in the period of 5 years.

[Para. 28 of Manual of Audit Instructions, Vol. I.]

Director General's Instructions.—For the purposes of clauses (a) and (b) of the Fundamental Rules, gazetted officers, viz., (1) Chief Officers of the Post Office (as shown in the Quarterly List of Officers of the Postal and Telegraph Department), (2) Superintendents of Post Offices and R. M. S. and (3) Postmasters (including Deputy and Assistant Postmasters) in the grade of Rs. 350—20—650 and above should be classed as “ officers other than ministerial ” under F. R. 56 (a) and all the remaining officials who hold non-gazetted posts should be classed as “ ministerial servants ” under F. R. 56 (b).

[D. G. P. T.'s Cir. (Post Office) No. 48, dated 5th Dec. 1918 and letter No. A. G.-33, dated 15th April 1925.]

F. R. 57. The resignation of his office by a member of the executive council of the Governor General, of a Governor or a Lieutenant-Governor shall take effect from the date following that of his embarkation at any port in India other than Aden, or from the date of expiry of five years' tenure of office, or from the date of his successor's entry upon office, whichever of these dates be earliest. His five years' tenure shall begin from the date on which he first entered upon office, whether as a temporary member appointed in India or after the issue of His Majesty's warrant of appointment, but shall not include any period, other than a period spent on leave, during which he draws less than full pay.

PART IV.

Chapter X.—Leave.

SECTION 1.—*Extent of Application.*

F. R. 58. Unless in any case it be otherwise distinctly provided in section VI of this chapter, the rules in sections I to V of this chapter apply to all Government servants to whom the fundamental rules as a whole apply; provided that it shall be open to any person who is in Government service at the time when the fundamental rules come into force to exercise the option of remaining under the leave rules to which he has hitherto been subject. The intention of exercising this option must be specifically declared to the Local Government or the Governor General in Council, as the case may be, within six months of the date on which the fundamental rules come into force or, if the Government servant be on leave on that date, within six months of his return from leave. Every Government servant who does not make such a declaration will become subject to the rules in sections I to V of this chapter. The option once exercised is final.

NOTE.—A similar option may be exercised by the Government servants mentioned in rules 99 and 100.

Secretary of State's Order.—As an inducement to Government servants to accept the leave rules in these rules, the Government of India have obtained the consent of the Secretary of State to the following concession. On the first occasion after the 1st January 1922, on which any Government servant who accepts the new rules takes leave, he will be permitted, at his option, to draw, during that portion of his leave which corresponds to privilege leave, the pay of the post on which he holds a lien instead of his average pay without limit. (The term 'lien' should for this purpose be interpreted in the more liberal sense in which it is used in the Civil Service Regulations and not in the limited sense in which it is used in the Fundamental Rules).

[Para. 4 of G. I. F. D. letter No. 1079-C. S. R., dated 26th Oct. 1921 and G. I. F. D. letter No. 765-C. S. R., dated 15th July 1922.]

Government of India's Order.—Any Government servant who is on leave on the 1st January 1922 may, if he does not desire to exercise the option of remaining under the old leave rules, cancel the unexpired portion of his leave and substitute for it any period of leave to which he will be entitled under the new rules. This concession will be subject to the condition that it should not operate to secure to the Government servant concerned a larger total period of leave on average pay or its equivalent than he would have been able to enjoy had he been subject to the Fundamental Rules from the commencement of his leave.

[Para. 5 of G. I. F. D. letter No. 1079-C. S. R., dated 26th Oct. 1921.]

Audit Instructions—

(1) (a) A Government servant on leave on the 1st January 1922, who does not take advantage of the option of cancelling the unexpired portion of his leave and coming under the Fundamental Rules with effect from the 1st January 1922, is to be regarded as coming under the new rules with effect from the date of his return from leave unless he elects to remain under the old rules within six months of his return from leave.

(b) Privilege leave should be treated as the "equivalent" of "leave on average pay" with reference to paragraph 4 of Government of India, Finance Department, letter No. 1079-C. S. R., dated 26th October 1921, i.e., a Government servant who has enjoyed privilege leave combined with furlough on average pay for a period of 8 months (or up to 10 months in the case of those to whom the war concession of the accumulation of privilege leave up to 6 months is applicable) prior to the 31st December 1921, is not eligible for any period of leave on average pay until he has resumed duty.

(c) The words "Government servants to whom the Fundamental Rules as a whole apply" used in this rule are intended to mean "Government Servants referred to in Fundamental Rule 2."

[Para. 29 of Manual of Audit Instructions, Vol. I.]

(2) The expression "the first occasion hereafter on which any Government servant takes leave" appearing in paragraph 4 of Government of India, Finance Department, letter No. 1079-C. S. R., dated the 26th October 1921, should be interpreted to refer, in the case of a Government servant who was on leave on the 1st January 1922 and who postpones coming under the Fundamental Rules till after his return from leave, to the first occasion on which he takes leave under the Fundamental Rules. In the case of a Government servant who has exercised the option of cancelling the unexpired portion of his leave and coming under the Fundamental Rules with effect from the 1st January 1922, he may do so without reference to the concession of drawing during "leave corresponding to privilege leave" the pay of the post on which he has a lien, but will be entitled to enjoy that concession on the next occasion on which he takes leave thereafter, subject, however, to the proviso that, if he definitely asks that the substituted leave from the 1st January 1922 should be reckoned as the first occasion on which he takes leave under the Fundamental Rules, his request should be complied with.

[Para. 90 of Manual of Audit Instructions, Vol. II.]

(3) The expression "that portion of leave which corresponds to privilege leave" occurring in paragraph 4 of Government of India, Finance Department, letter No. 1079-C. S. R., dated 26th October 1921, should be interpreted to mean in the case of leave taken after the 1st January 1922 the first four months of any period of leave on average pay or any longer period of leave during which Note 1 under Fundamental Rule 89 makes maximum limits of average pay

inapplicable. Such leave is in all other connections being treated as though it were privilege leave and may be treated similarly in this connection also. The limit of four months of leave on average pay should be held to be inclusive of the period of vacations, if any, prefixed to leave.

[Para. 91 of Manual of Audit Instructions, Vol. II, and Ar. G.'s No. 223-A.—217-23, dated 7th June 1923.]

Accountant General's decision.—Non-pensionable menials, like Sweepers, Bhisties, etc., paid from contingency charges are not eligible for leave under the Fundamental Rules.

[A. G.'s No. Mis.-3470—F.-90 (a), dated 1st Dec. 1922.]

F. R. 59. Leave is earned under Sections I to V of this chapter by a Government servant holding substantively a permanent post in civil employ, or holding a lien on such a post.

Audit Instruction.—A Government servant who has been detached for other duty and whose lien on his substantive post has been suspended under Fundamental Rules 13 and 14 continues to earn leave under Sections I to V of Chapter X of the Fundamental Rules.

[Para. 92 of Manual of Audit Instructions, Vol. II.]

F. R. 60. Leave is earned by duty only. For the purpose of this rule a period spent in foreign service counts as duty if contribution towards leave-salary is paid on account of such period.

F. R. 61. A military commissioned officer appointed to a post in civil employ becomes subject to these rules under the following conditions:—

- (a) (i) An officer subject, before such appointment, to the Indian Army Leave Rules, becomes subject to these rules from the date of first substantive appointment to a post in civil employ or from the date of completion of three years' continuous officiating duty in such service, whichever is earlier. In reckoning continuous duty—
 - (1) any period of foreign service, to which transfer was made direct from a civil post, may be included, and
 - (2) leave does not operate to break continuity unless the officer has to revert to military employ in order to obtain such leave.

NOTE.—This rule also applies to commissioned officers transferred from the Army Veterinary Department to the Civil Veterinary Department.

- (ii) A continuous service officer of the Royal Engineers becomes subject to these rules from the date of his entry into permanent civil employ or from the date of his election for continuous Indian service, whichever is later.

- (III) A non-continuous service officer of the Royal Engineers, if he elects for these rules, becomes subject to them from the date of his entry into permanent civil employ or from the date of completion of five years' Indian service, whichever is later.
- (b) Transfer from military service to a post in civil employ, the tenure of which is limited to a definite period, does not entitle an officer to leave under these rules unless it is a condition of such transfer that he will not return to military employment at the expiry of his tenure of the said or any subsequent post in civil employ.

F. R. 62. Except as provided in Rule 61, a military officer in civil employ remains subject to military leave rules.

F. R. 63. When a military commissioned officer subject to these rules is temporarily transferred to military duty, but retains a lien on his post in civil employ, the period of his absence counts as duty for leave under these rules.

F. R. 64. Unless in any case it be otherwise expressly provided by or under these rules, a Government servant transferred to a service or post to which these rules apply from a service or post to which they do not apply is not ordinarily entitled to leave under these rules in respect of duty performed before such transfer; but a Government servant reverting from duty as Judge of a High Court, or as one of the officers specified in Rule 98 below, may count such duty for leave as though it were duty performed in a vacation department; all leave taken during the service concerned being treated as taken under these rules.

F. R. 65. (a) A Government servant who resigns the public service or is discharged from it on reduction of establishment cannot, if re-employed after an interval, count his former service towards leave without the permission of the authority sanctioning the re-employment.

(b) A Government servant who is dismissed or removed from the public service, but is reinstated on appeal or revision, is entitled to count his former service for leave, unless the appellate or reviewing authority declares that he shall not so count it in whole or in part.

SECTION II.—General Conditions.

F. R. 66. A Local Government may make rules specifying the authorities by whom leave, other than special disability leave under rule 83, may be granted.

[For rules made by the Governor General in Council under Fundamental Rule 66, in his capacity as a Local Government, see Supplementary Rules 206-208.]

F. R. 67. Leave cannot be claimed as of right. When the exigencies of the public service so require, discretion to refuse or revoke

leave of any description is reserved to the authority empowered to grant it.

Government of India's decision.—An official was granted leave on average pay for 8 months on the expiry of which he produced a medical certificate of fitness from a qualified medical practitioner and resumed duty for one day only and again went on leave on full average pay for another 8 months on the production of another medical certificate from a Civil Surgeon. The case was reported to the Government of India and in their No. 93-P. T., dated 5th March 1925, they have decided that the spirit of the ruling in Note 1 to Article 826, Civil Service Regulations, should apply to all cases of deliberate evasion of rules by which a Government servant seeks to get from rules, an advantage not ordinarily contemplated by them.

[A. G. P. & T.'s No. 685—H. A. G.-70, dated 14th March 1925.]

F. R. 68. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When joining time is allowed to a Government servant returning from leave out of India, the last day of his leave is the day before the arrival of the vessel in which he returns at her moorings or anchorage in the port of debarkation. A Local Government may, however, make rules defining the circumstances in, and the conditions on, which Sundays or other recognized holidays may be prefixed to leave or affixed to leave or joining time.

[For rules made by the Governor General in Council under Fundamental Rule 68, in his capacity as a Local Government, see Supplementary Rules 209-211.]

F. R. 69. A Government servant on leave may not take any service or accept any employment without obtaining the previous sanction of—

- (a) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies; and
- (b) the Governor General in Council, or any lower authority empowered to appoint him, if he is residing elsewhere.

NOTE.—This rule does not apply to casual literary work, or to service as an examiner or similar employment; nor does it apply to acceptance of foreign service, which is governed by Rule 110.

Secretary of State's decision.—The Secretary of State now holds that the employment of officers who are on leave preparatory to retirement in trading concerns in India is *prima facie* open to grave objection and should be permitted only in very exceptional cases. All applications to take up private employment with trading concerns in India while on leave preparatory to retirement, which may be received from officers in India, who are on leave

preparatory to retirement or who are contemplating premature retirement in India should, therefore, be very carefully examined and forwarded to the Government of India with full explanation of the views of the local Government.

[G. I. H. D. No. F.-244—5-Public, dated 12th Feb. 1923.]

Government of India's order.—The principle underlying the orders contained in the above letter applies to all services, but the sanction of the Government of India is required only in the case of members of the all-India services. No reference to the Government of India is necessary in the case of persons appointed by the local Government or any lower authority.

[G. I. H. D. No. F.-261—23-Public, dated 4th June 1923.]

Accountant General's decision.—The Secretary of State's ruling above should be read as merely amplifying Fundamental Rule 69, so that in the case of non-gazetted Government servants the appointing authority should be the authority to consider the question.

[A. G. P. T.'s Endt. No. Mis.-4695—A.-148, dated 12th March 1923, to all D. As. G.]

F. R. 70. All orders recalling a Government servant to duty before the expiry of his leave should state whether the return to duty is optional or compulsory. If the return is optional, the Government servant is entitled to no concession. If it is compulsory, he is entitled:—

(a) If the leave from which he is recalled is out of India,—

- (i) to receive a free passage to India; and, provided that he has not completed half the period of his leave by the date of leaving for India on recall, or three months, whichever period is shorter, to receive a refund of the cost of his passage from India;
- (ii) to count the time spent on the voyage to India as duty for purposes of calculating leave; and
- (iii) to receive leave-salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post to be paid leave-salary at the same rate at which he would have drawn it had he not been recalled but returned in the ordinary course on the termination of his leave.

(b) If the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance for the journey, but to draw until he joins his post leave-salary only.

Government of India's order.—Orders recalling a Government servant from leave out of India should be communicated to him

through the High Commissioner for India and they should state whether the return to duty is optional or compulsory.

[G. I. F. D. No. 331-C. S. R., dated 29th Feb. 1924 and Part V (3) of Appendix 3.]

F. R. 71. No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in such form as the Governor General in Council, in the case of a Government servant on leave in Asia, or the Secretary of State in Council, in the case of a Government servant on leave elsewhere, may by order prescribe. A Local Government may require a similar certificate in the case of any Government servant who has been granted leave for reasons of health, even though such leave was not actually granted on a medical certificate.

[*For rules made by the Governor General in Council under Fundamental Rule 71, in his capacity as a Local Government, see Supplementary Rules 212 and 213.*]

Secretary of State's order.—The Secretary of State in Council has ordered that a Government servant who has taken leave on medical certificate out of Asia, elsewhere than in Europe, North Africa, America or the West Indies, may not return to duty until he has produced a medical certificate of fitness from two medical practitioners in the following form:—

“ We certify we have carefully examined C. D., of the Department and find that he is in good health and fit to return to his duty in India.

Date.....

Place.....”

If the certificate be signed by foreigners, it should be attested by consular or other authority as bearing the signature of qualified medical practitioners.

[G. I. F. D. No. 197-C. S. R., dated 6th March 1922.]

Audit Instruction.—The term “ Government servant ” in line 1 of this rule applies to a permanent Government servant only.

[Para. 98 of Manual of Audit Instructions, Vol. II.]

Auditor General's decision.—No certificate of fitness need be insisted upon in the case of temporary Government servants.

[Ar. G.'s No. 1138-A./418-23, dated 14th Nov. 1923.]

F. R. 72. Unless he is permitted to do so by the authority which granted his leave, a Government servant on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

F. R. 73. A Government servant who remains absent after the end of his leave is entitled to no leave-salary for the period of such absence, and that period will be debited against his leave account as though it were leave on half average pay, unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of rule 15.

Accountant General's decision.—Periods of overstayal of leave prior to 1st January 1922 should not be treated as duty for purposes of Fundamental Rules 77 (b) (i) (2), (b) (i) (3) and (b) (ii) (2), *vide* Article 231, Civil Service Regulations.

[A. G. P. T.'s No. Mis.-3931/F.-90 (a), dated 9th Jan. 1923.]

F. R. 74. (a) Subject to any instructions which may be given by the Governor General in Council in connection with the control of the issue of money from treasuries or by the Auditor General in India in order to secure efficiency and uniformity of audit, a Local Government may make rules prescribing the procedure to be followed in India—

- (i) in making application for leave and for permission to return from leave,
- (ii) in granting leave,
- (iii) in the payment of leave-salary, and
- (iv) in the maintenance of records of service.

(b) The procedure to be followed elsewhere than in India will be prescribed by the Governor General in Council.

[For rules made by the Governor General in Council, under Fundamental Rule 74 (b), see Supplementary Rules 242 to 262.]

For rules made by the Governor General in Council, under Fundamental Rule 74 (a) (i) and (ii), in his capacity as a Local Government, see Supplementary Rules 214 to 241.

For rules made by the Governor General in Council, under Fundamental Rule 74 (a) (iv), in his capacity as a Local Government, see Supplementary Rules 196 to 205.]

Auditor General's Instructions.—The instructions issued by the Auditor General under Fundamental Rule 74 (a), are given in Appendix No. 8.

SECTION III.—*Special and Ordinary Leave Rules.*

F. R. 75. (1) All Government servants who are not hereinafter declared to be subject to the special leave rules shall be subject to the ordinary leave rules.

(2) The following Government servants shall be subject to the special leave rules, namely:—

- (a) Any Government servant having at the time of his appointment his domicile elsewhere than in Asia:

Provided that no such Government servant shall be entitled to the benefits of the special leave rules who, prior to such appointment, has, for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments, or other privilege, claimed or been deemed to be a native of India;

- (b) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, had been admitted to the benefits of the European services leave rules under the Civil Service Regulations, or who between the 1st January 1922 and the 24th July 1923, held a post which would have entitled him to such admission had he been subject to the Civil Service Regulations; and

- (c) Any Government servant having at the time of his appointment his domicile in Asia who, prior to the 24th July 1923, held substantively an appointment in a department in which the attainment of a certain rank or a certain rate of pay entitled the officer to admission to the benefits of the European services leave rules under the Civil Service Regulations:

Provided that such a Government servant shall only be entitled to the benefits of the special leave rules when he attains that rank or rate of pay:

Provided further that the concession allowed by clause (c) of this rule is not admissible to a Government servant who attains such rank or rate of pay by reason of being promoted by selection from a subordinate service or post after the 24th July 1923.

Audit Instruction.—A Government servant who becomes eligible for the Special Leave Rules while he is on leave under the Ordinary Leave Rules may, from the date he becomes so eligible, change the balance of his leave to leave under the Special Leave Rules.

[Para. 94 of Manual of Audit Instructions, Vol. II.]

F. R. 75A. For the purpose of Rule 2 of Rule 75 the domicile of a person shall be determined in accordance with the provisions set out in the Schedule* to these rules:

Provided that a person who was born and has been educated exclusively in Asia and has not resided out of Asia for a total period exceeding six months shall be deemed to have his domicile in Asia.

F. R. 75B. No Government servant who, after his appointment to a service or post acquires a new domicile, shall thereby lose his right to, or become entitled to admission to, the benefits of the special leave rules.

*See page 125 of this volume.

F. R. 75C. If any question arises as to the domicile of any Government servant at the time of his appointment, the decision thereon of the Secretary of State in Council in the case of persons appointed by him, of the Governor General in Council in the case of persons appointed by him, or of the Local Government in the case of persons appointed by them, shall be final.

Secretary of State's decision.—The Government of India recently recommended to the Secretary of State that a certain officer should, for specific reasons, be exempted from the operation of Fundamental Rule 75 (2) (a), and be admitted to the benefits of the special leave rules. In rejecting the proposal, the Secretary of State pointed out that in the absence of a specific provision enabling him to vary or depart from the terms of the Fundamental Rules, it is not, in view of their statutory character, within his competence to relax their provisions in favour of individuals.

[Ar. G.'s No. 179-A./57-25, dated 7th March 1925.]

Auditor General's decisions—

(1) The special leave rules in Fundamental Rules 75 to 75C are based on a recognition of the principle that officers serving out of their own country can legitimately be given more generous leave terms than officers serving in their own country. Thus, any Government servant, whether gazetted or not, even though he might have been subject to the Indian Service leave rules under the Civil Service Regulations, is entitled under Fundamental Rule 75 (2) (a) to the benefits of the special leave rules with effect from the 24th July 1923, provided the criterion for the eligibility is fulfilled, *i.e.*, if at the time of his appointment he had his domicile elsewhere than in Asia. This decision also applies to such Government servants as elected to remain under the leave rules in the Civil Service Regulations.

[Ar. G.'s No. 1158-A.—187-23, dated 16th Nov. 1923.]

(2) In the case of officers admitted to the special leave rules, who are not in receipt of sterling overseas pay, the audit officers should obtain and scrutinise the evidence of domicile in each case.

[Ar. G.'s No. 75-Admn./396-25, dated 25th Jan. 1926.]

SECTION IV.—*Grant of Leave.*

F. R. 76. A leave account shall be maintained for each Government servant in terms of leave on average pay.

Secretary of State's orders.—A separate account should be kept of the leave earned by a Government servant serving under a Government and then transferred to another Government and all leave taken after the date of transfer should be debited to this account so long as the balance under it is not exhausted, and the allowances drawn during all leave, which is so debited, should be charged to that Government.

[S. of S.'s telegram No. 59-C. S. R., dated 12th Jan. 1921, received with G. I. F. D. No. 970-C. S. R., dated 22nd Sept. 1921.]

Government of India's decision.—The Government of India have decided that the rate of leave-salary actually received by an absentee by the operation of the orders in the Government of India, Finance Department, Resolution No. 7-C. S. R., dated the 8th January 1923 (*vide* entry below Fundamental Rule 2) should not be taken into account in recording the leave granted to inferior servants in their leave accounts but that the accounts should be debited with the kind of leave taken.

[Ar. G.'s letter No. 1138-C./83-23, dated 23rd Oct. 1923, to the A. G. B. & O.]

Audit Instruction.—Fractions of a day should not appear in the leave account, fractions below half should be ignored, and those of half or more should be reckoned as one day.

[Para. 30 of Manual of Audit Instructions, Vol. 1.]

Accountant General's decision.—Leave accounts should be maintained for all inferior servants for whom service rolls are kept.

[A. G. P. T.'s letter No. Mis.-1513/F.-90 (a), dated 16th Oct. 1924.]

F. R. 77. (a) In the leave account of a Government servant, who on his entry into Government service becomes subject to these rules, shall be credited:—

(i) If he be under the special leave rules, five-twenty-seconds of the period spent on duty; and

(ii) if he be under the ordinary leave rules, two-elevenths of the period spent on duty.

(b) In the leave account of a Government servant other than a military commissioned officer who is already in Government service when he becomes subject to these rules shall be credited:—

(i) If he be under the special leave rules—

(1) The privilege leave which it would, on the date on which he becomes subject to these rules, be permissible to grant to him under the rules in force prior to that date: *plus*

(2) one-twelfth of the period prior to that date spent on duty or on privilege leave while subject to the Indian service leave rules of the Civil Service Regulations: *plus*

(3) one-eighth of the period prior to that date spent on duty or on privilege leave while subject to the European service leave rules: *plus*

(4) five-twenty-seconds of the period spent on duty subsequent to that date.

(ii) If he be under the ordinary leave rules—

(1) the privilege leave which it would, on the date on which he becomes subject to these rules be

permissible to grant to him under the rules in force prior to that date: *plus*

(2) one-twelfth of the period spent on duty or on privilege leave prior to that date: *plus*

(3) two-elevenths of the period spent on duty subsequent to that date.

(c) In the leave account of a military commissioned officer who becomes subject to these Rules shall be credited:—

(1) (I) The privilege leave which, on the date on which he becomes subject to these Rules, it would be permissible to grant to him under the Rules applicable to him prior to that date, or

(II) the leave on average pay which, on the date on which he becomes subject to these Rules, it would be permissible to grant him under Rule 100, *plus*

(2) one-eighth of the period prior to that date spent on duty or on privilege leave during the following periods of service:—

(I) Service under the European Service Leave Rules of the Civil Service Regulations;

(II) Service in and out of India under the Indian Army Leave Rules; and

(III) Service in India under the British Army Leave Rules, *plus*

(3) five-twenty-seconds of the period spent on duty subsequent to that date.

NOTE.—A commissioned officer transferred from the Army Veterinary Department to the Civil Veterinary Department shall be considered, for the purposes of this rule, to have been subject to the Indian Army Leave Rules from the date of his arrival in India on his last tour of service.

(d) Any other Government servant transferred permanently from military to civil employ is entitled to a credit to his leave account based on such portion of his military duty as, under the rules for the time being in force, is permitted to count for pension.

(e) A statutory civil servant or a Government servant who is subject, at the time when these rules come into force, to the Indian Service Leave Rules which were in force in January, 1920, is entitled to credit to his leave account, in addition to the periods admissible under clause (b) above, one-third of any period of leave on medical certificate taken under the former rules.

Government of India's decisions—

(1) See entry below F. R. 100.

(2) The Government of India have decided that it was not the intention that the privilege leave admissible in cases of urgent necessity under Article 271, Civil Service Regulations, should be carried into the leave account under the Fundamental Rules. Such

privilege leave is not leave due, though it may be granted under certain circumstances. When urgent necessity arises, Fundamental Rule 82 (c) permits an increase of the leave on the credit side by one month for every two years of duty. In this manner the period of duty rendered before 1st January 1922, which would have counted for leave under Article 271, Civil Service Regulations, will likewise be reckoned as duty, for the calculation of leave permissible in cases of urgent necessity after 1st January 1922. Thus existing rights are safeguarded.

[G. I. F. D. No. 448-C. S. R., dated 20th Mar. 1923.]

Audit Instructions—

(1) Five-twenty-seconds of the period spent on duty should be calculated thus:—

The amount of duty as expressed in terms of years, months and days should be multiplied by five and the product divided by twenty-two. In this process of multiplication and division a month should be reckoned as equal to 30 days.

Two-elevenths of the period spent on duty should also be calculated similarly.

[Para. 31 of Manual of Audit Instructions, Vol. I.]

(2) In calculating the leave admissible to Government servants subject to the ordinary leave rules for a part of their service and to the special leave rules for the remainder of their service, the periods spent on duty under each of those rules should be taken separately and the calculation of the leave admissible in respect of each of those periods should be made separately. According to this interpretation of the rule, the amount of leave that will be credited to the leave account of a Government servant who was originally under the Indian Service Leave Rules and then came under the European Service Leave Rules will, under Fundamental Rule 77 (b) be—(1) the privilege leave which it would, on the date on which he becomes subject to the Fundamental Rules, be permissible to grant to him under the rules in force prior to that date, *plus* (2) one-twelfth of the period spent on duty or on privilege leave during the period he was under the Indian Service Leave Rules, *plus* (3) one-eighth of the period spent on duty or on privilege leave during the period he was subject to the European Service Leave Rules prior to the date of his coming under the Fundamental Rules, *plus* (4) five-twenty-seconds of the period spent on duty subsequent to the date of his coming under the Fundamental Rules. The concession in Fundamental Rule 77 (e) should also be allowed subject to the proviso that the total leave so credited under Fundamental Rule 77 (b) (ii) should not exceed what would have been admissible had the Government servant been under the European Service Leave Rules from the beginning of his service.

[Para. 32 of Manual of Audit Instructions, Vol. I, as amended by correction No. 2, dated 1st April 1924.]

(3) The expression “ period spent on duty ” in clause (b) (i) (2), (b) (i) (3) and (b) (ii) (2) of this rule includes also periods of subsidiary leave taken under the rules in force prior to the 29th July 1920.

[Para. 95 of Manual of Audit Instructions, Vol. II.]

F. R. 78. The amount of leave debited against a Government servant's leave account is—

- (a) the actual period of leave on average pay including any furlough on average pay taken under rules previously in force but excluding special disability leave on average pay under Rule 83 (g), and
- (b) half the period of leave on half average pay (other than special disability leave) or on quarter average pay or on leave-salary equal to subsistence grant under the note to Rule 88, or of special disability leave on average pay under Rule 83 (g).

NOTE 1.—No privilege leave taken under the former Civil Leave Rules, or by a military officer under the British or Indian Army Leave Rules before coming under civil rules, is to be debited under (a) above.

NOTE 2.—(i) Under (b) above are to be debited—

(a) Furlough, leave on medical certificate and special leave with allowances taken under either the European Service Leave Rules or the Indian Service Leave Rules as they stood before these rules came into force.

(b) in the case of a military commissioned officer who becomes subject to these Rules, leave in and out of India on less than full pay actually taken during the following periods of service:—

(1) service in and out of India under the Indian Army Leave Rules, and

(2) service in India under the British Army Leave Rules :

Provided that the debit on this account shall not exceed the credit given in respect of such service under Rule 77 (c).

(ii) In the case of a member of the Indian Civil Service or a military commissioned officer subject to these rules or a chaplain on the Indian Ecclesiastical Establishment, special leave with allowances taken under rules previously in force, and leave not due taken under these rules, up to a combined maximum of three months, reckoned in terms of leave on average pay, shall not be so debited.

NOTE 3.—In cases covered by Rule 77 (d), the leave taken during the period of duty on which the credit to the leave account is based is to be debited as prescribed in Notes 1 and 2 above.

Government of India's ruling.—Leave “ not due ” taken under Note 2 (ii), whether on medical certificate or not, should not up to a maximum of 3 months expressed in terms of leave on average pay be debited to the leave account of a member of the Indian Civil Service, or a military commissioned officer subject to the Fundamental Rules.

[G. I. F. D. No. 622-C. S. R., dated 20th April 1923.]

F. R. 79. When a Government servant, who has previously been subject to the ordinary leave rules, is admitted to the benefits of the special leave rules, no change shall be made in the amount of leave

previously credited and debited to his account, but he shall be entitled to the maximum amount of leave prescribed in Rule 81 (a) (i).

F. R. 80. The amount of leave due to a Government servant is the balance of leave at his credit in the leave account.

F. R. 81. Leave may be granted to a Government servant at the discretion of the authority entitled to grant the leave, subject to the following restrictions:—

- (a) The maximum amount of leave which may be granted, expressed in terms of leave on average pay, is the privilege leave which it would be permissible to grant to the Government servant in question, on the date on which he becomes subject to these rules, under the rules applicable to him prior to that date: *plus*

one-eleventh of the period spent on duty subsequent to that date: *plus*—

- (i) in the case of Government servants under the special leave rules, three years; or
- (ii) in the case of Government servants under the ordinary leave rules, two and a half years.

Provided that special disability leave on half average pay shall not be taken into account in calculating the maximum prescribed by this clause, and, in the case of such leave taken on average pay, account shall be taken of only half the period thereof.

- (b) The maximum amount of leave on average pay including any furlough on average pay taken under rules previously in force which may be granted is:—

- (i) To a Government servant under the special leave rules, eight months at any one time, and, in all,—

the privilege leave which it would, on the date on which he comes under these rules, be permissible to grant to him under the rules applicable to him prior to that date: *plus*

one-eleventh of the period spent on duty subsequent to that date: *plus* one year.

- (ii) To a Government servant under the ordinary leave rules, four months at any one time, and, in all,—

the privilege leave which it would, on the date on which he comes under these rules, be permissible to grant to him under the rules in force prior to that date: *plus*

one-eleventh of the period spent on duty subsequent to that date;

provided that, in the case of a Government servant subject to the ordinary leave rules, who either takes leave on medical certificate or spends his leave elsewhere than in India or Ceylon, the maxima prescribed in sub-clause (i) of this clause shall apply.

Note.—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clauses (i) and (ii) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.

(c) Leave not due may be granted subject to the following conditions:—

- (i) on medical certificate, without limit of amount; and
 - (ii) otherwise than on medical certificate, for not more than three months at any one time and six months in all, reckoned in terms of leave on average pay.
- (d) The maximum period of continuous absence from duty on leave granted otherwise than on medical certificate is twenty-eight months.
- (e) When a Government servant returns from leave which was not due and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

Government of India's orders—

(1) In the case of a Government servant who is granted leave not due under sub-clause (ii) of the clause (c) of this rule and then applies for permission to retire, the period of leave not due should be cancelled and the retirement should take effect from the date of termination of the leave at credit in the Government servant's leave account. If, however, a Government servant is granted leave under sub-clause (i) of clause (c) of this rule, and it is subsequently found that he is unfit to return to duty, he should be regarded as having retired at the expiration of the period of leave under the recommendation of the Medical Board.

[G. I. F. D. No. F.-42-C. S. R./24, dated 23rd Aug. 1924.]

[The term "Medical Board" may be taken to imply any authority empowered to recommend leave on medical grounds. In the Posts and Telegraphs Audit and Accounts Department, however, it is laid down as an administrative order that whenever it is proposed to grant leave "not due" to anyone on medical certificate, the medical certificate should be issued or countersigned by the Principal Medical Officer of the district in which the applicant is.]

[A. G. P. T.'s Endt. No. Mis.-1287/L.-70-IV, dated 10th Sept. 1924.]

(2) Any period of leave on average pay not exceeding four months, the first four months of any period of leave on average pay in excess of four months, or any longer period, to which Government servants may be entitled under the operation of the rule under

Fundamental Rule 81 (b), shall count as privilege leave whether in the calculation of pensions, proportionate pensions or additional pensions.

Any other period of leave during which leave salary is drawn shall count as leave with allowance.

Leave on average pay alternating with deputation out of India should not be split up into different periods but treated as one continuous spell of leave and not more than 4 months in all should count for pension.

[G. I. F. D. Res. No. 1260-C. S. R., dated 21st Dec. 1921 and No. F./252-C. S. R./26, dated 19th Aug. 1926.]

(3) In the case of a Government servant on leave on 1st January 1922 who, in the exercise of the option given in paragraph 5 of G. I. F. D. letter No. 1079-C. S. R., dated 26th October 1921 (*vide* entry below F. R. 58), cancelled the unexpired portion of his leave and took the balance of leave under the Fundamental Rules, the period of leave which shall count as privilege leave in the calculation of pensions, proportionate pensions or additional pensions shall be that which is credited as privilege leave in the leave account made up to 1st January 1922.

[G. I. F. D. Res. No. 1137-C. S. R., dated 6th July 1923.]

Audit Instructions —

(1) Under the proviso to sub-clause (ii) of Fundamental Rule 81 (b), if a Government servant on leave under the ordinary leave rules produces a medical certificate or proceeds out of India or Ceylon during his leave, the period of leave on average pay that may be granted in excess of the period up to four months ordinarily admissible should be limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon subject to the total maximum limit of 8 months on average pay admissible at one time.

If leave on average pay is applied for after a Government servant has had leave on half average pay in continuation of a period of leave on average pay, either by the production of a medical certificate or by a Government servant proceeding out of India or Ceylon, the period of leave on average pay that may then be granted should be similarly limited to the period actually covered by the medical certificate or spent elsewhere than in India or Ceylon. The grant of the leave should also be so regulated that the total period of leave on average pay during that spell of leave does not exceed 8 months. In such cases, the total period of leave on average pay shall be treated as one continuous spell of leave on average pay in order to determine whether the first four months of the leave should be treated as privilege leave for purposes of pension.

[Para. 33 of Manual of Audit Instructions, Vol. I, as amended by para. 3 of A. I. Circular No. 19, dated 15th Sept. 1924 and Correction No. 2, dated 1st April 1925.]

[The above Audit Instruction does not require alterations of the original entries in the service book, leave account, etc. Thus the intervening period of leave on half average pay, which has not been converted into leave on

average pay under the operation of the proviso to Fundamental Rule, 81 (b) (ii), should remain unchanged.]

[Ar. G.'s No. 115-A/30-24, dated 16th Feb. 1925.]

(2) Leave not due under Rule 81 (c) may not be granted to a Government servant unless there is a prospect of his returning to duty and earning leave equivalent to the amount of "leave not due" which he has taken. This condition does not, however, apply in the case of an I.C.S. or a Military Commissioned Officer who takes leave not due up to the maximum limit prescribed in Note 2 (ii) under Fundamental Rule 78.

[Para. 96 of Manual of Audit Instructions, Vol. II.]

(3) The limit of 28 months of continuous absence prescribed in Rule 81 (d) includes the period of vacation, if any, with which leave is combined.

[Para. 97 of Manual of Audit Instructions, Vol. II.]

(4) The expression "continuous absence from duty on leave" occurring in Rule 81 (d) does not include absence on extraordinary leave.

[Para. 5 of A. I. Cir. No. 16, dated 16th June 1924.]

(5) If, under the operation of the proviso to Fundamental Rule 81 (b) (ii) the maximum amount of leave on average pay admissible at a time is increased, further leave on average pay may not be granted in continuation, unless such leave is taken on medical certificate or is spent elsewhere than in India or Ceylon—but such leave on average pay which may be taken on medical certificate or outside India and Ceylon up to a maximum of 12 months in a Government servant's whole service, if due, does not consume the leave on average pay which may be taken without medical certificate.

[A. I. Cir. No. 26, dated 26th May 1925.]

[The above Audit Instruction is meant to affirm nothing more than that if any instalment of leave on average pay brings the total leave on average pay taken at any time to a period exceeding 4 months, that part of leave as a whole must be supported by a medical certificate or spent out of India or Ceylon. If this instalment is not covered by the balance at credit in the 'B' account, obviously again it must be supported by a medical certificate or spent out of India or Ceylon.]

[A. G. P. T. No. Mis.-2026/A.-205, dated 16th Dec. 1925.]

Auditor General's decisions—

(1) A Government servant under the ordinary leave rules can have leave on full average pay without medical certificate or without proceeding outside India or Ceylon only to the extent of privilege leave at his credit on 1st January 1922 *plus* one-eleventh of the period spent on duty subsequent to that date, in all and up to a maximum of 4 months at one time (but see note under Fundamental Rule 81). If, however, he produces a medical certificate or spends his leave outside India or Ceylon, leave on full average pay may be granted to him up to the maximum prescribed in sub-clause (i)

of clause (b) of Fundamental Rule 81, provided that he has sufficient leave at his credit in his leave account.

[Ar. G.'s No. 1136-A/398-23, dated 16th Nov. 1923.]

(2) A Government servant subject to the ordinary leave rules—

(a) may be granted leave on average pay *at one time* on medical certificate or on the condition that the leave is spent elsewhere than in India or Ceylon, up to the amount due but not exceeding 8 months;

(b) may be granted leave on average pay *in all* equal to the privilege leave which it would, on the date on which he comes under the Fundamental Rules, be permissible to grant to him, under the rules applicable to him prior to that date *plus* one-eleventh of the period spent on duty subsequent to that date, *plus* any period of leave on average pay taken on medical certificate or spent elsewhere than in India or Ceylon subject to a maximum of one year.

[Ar. G.'s No. 372-A/69-23, dated 10th Mar. 1923.]

(3) When the privilege permitted by Fundamental Rule 82 (c) is exercised, the additional leave permissible under that clause becomes "leave due," and thus acquires a character different from the leave not due which may be granted under Fundamental Rule 81 (c). Leave under this rule and under Fundamental Rule 82 (c) may be granted in conjunction.

[Ar. G.'s No. 648-A/172-23, dated 16th May 1923.]

(4) Leave "not due" can be granted under Fundamental Rule 81 (c) (ii) to an officer whose leave account shows a debit balance in consequence of the grant of leave "not due" on a previous occasion. It was the avowed object in framing the new leave rules in the Fundamental Rules to remove from the rules themselves restrictions which could be applied by the administrative action of the authorities and consequently the authority competent to sanction leave can always refuse to grant a fresh period of leave "not due" if the application to such leave is not supported by a medical certificate.

[Ar. G.'s No. 98-A/492-23, dated 28th Jan. 1924.]

Accountant General's decision.—As the prospect of an officer's returning to duty and earning leave absolutely vanishes immediately he is invalided, any 'leave not due' sanctioned previously must terminate on the day he is invalided. The same principle should also ordinarily apply to officers who attain the age of superannuation.

[A. G. P. T.'s No. Mis. 1306/L-70, dated 17th July 1923.]

F. R. 82. The following provisions apply to vacation departments only:—

(a) A local Government may make rules specifying the departments or parts of departments which should be treated

as vacation departments, and the conditions in which a Government servant should be considered to have availed himself of a vacation.

- (b) Vacation counts as duty, but the periods of total leave in Rules 77, 81 (a) and 81 (b) should ordinarily be reduced by one month for each year of duty in which the Government servant has availed himself of the vacation. If a part only of the vacation has been taken in any year, the period to be deducted will be a fraction of a month equal to the proportion which the part of the vacation taken bears to the full period of the vacation.
- (c) In cases of urgent necessity, when a Government servant requires leave and no leave is due to him, the periods in Rules 77 and 81 (a), as reduced by clause (b) of this rule, may be increased by one month for every two years of duty in a vacation department.
- (d) When a Government servant combines vacation with leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Audit Instructions—

(1) The reduction by one month for each year of duty in which the Government servant has availed himself of the vacation as required to be made under Rule 82 (b) is intended to be made in respect of leave earned and vacation taken from 1st January 1922.

Thus, in the case of Government servants of Vacation Departments, the leave credited to their leave account under Fundamental Rule 77 will be—

- (1) privilege leave at their credit on 1st January 1922 (*i.e.*, privilege leave earned under Article 272 or 275, Civil Service Regulations), *plus*
- (2) one-eighth (or one-twelfth) of the period spent on duty or vacation (or privilege leave) up to 31st December 1921, *plus*
- (3) five-twenty-seconds (or two-elevenths) of the period spent on duty or vacation from 1st January 1922.

From this, a reduction will be made of one month for each year of duty in which the Government servant avails himself of the vacation after 1st January 1922. Similarly the total leave admissible under Fundamental Rules 81 (a) and 81 (b) will be reduced by one month for each year of duty in which the vacation is taken after 1st January 1922.

[Para. 34 of Manual of Audit Instructions, Vol. I.]

(2) The amount credited to the leave account under Rule 82 (c) as well as that added to the maximum under Rule 81 (a) should be the actual amount of additional leave taken under this Rule and

not the total amount theoretically permissible, *viz.*, one month for every two years of duty.

[Para. 35 of Manual of Audit Instructions, Vol. I.]

(3) For the purposes of Government of India, Finance Department, Resolution No. 1260-C.S.R., dated the 21st December 1921, a Government servant of a vacation department who combines vacation with leave on average pay can count as service for pension only a total period of four months on each occasion.

[Para. 98 of Manual of Audit Instructions, Vol. II.]

(4) It is not the intention to retain in the Fundamental Rules the restrictions on the combination of leave and vacation which were imposed by Article 278, Civil Service Regulation. Such combination is, however, subject to the condition mentioned in Fundamental Rule 82 (d).

[Para. 2 of A. I. Cir. No. 21, dated 5th Jan. 1925.]

F. R. 83. (a) On the conditions specified in clauses (b), (c) and (d) of this rule, a local Government may grant special disability leave to a Government servant who is disabled by injury or illness—

- (i) in the performance of any particular duty which has the effect of increasing his liability to injury or illness beyond the ordinary risk attaching to the civil post which he holds; or
 - (ii) in, or in consequence of, the due performance of his official duties or in consequence of his official position.
- (b)** The grant of special disability leave is subject to the following conditions:—
- (i) The disability must be certified by a medical board to be directly due to the performance of the particular duties or to the holding of an official position.
 - (ii) The disability must ordinarily have manifested itself within three months of the performance of the duties or of the occurrence to which it is attributed, and the person disabled must have acted with due promptitude in bringing it to notice. The period of three months may be extended by the Governor General in Council if he is completely satisfied as to the cause of the disability.
 - (iii) The period of leave granted shall be such as is certified by a medical board to be necessary and shall in no case exceed two years. If leave for less than two years is granted in the first instance, it shall not be extended except on the certificate of a medical board.
 - (iv) Special disability leave may be combined with leave on average pay, if due, up to a maximum of four months of such leave, and with leave on half average pay if due and certified by a medical board to be necessary.

(c) If a Government servant has contracted such disability while serving with a military force, he shall, in the event of his discharge as unfit for further military service, be eligible for special disability leave on the conditions specified in clause (b) of this rule; provided that—

(i) he is not reported to be completely and permanently incapacitated for further civil service, and

(ii) any period of leave on medical certificate granted to him under military rules on account of the disability is reckoned as part of the period of two years up to which special disability leave may be granted.

(d) If a Government servant has contracted such disability during service otherwise than with a military force, special disability leave may not be given unless the injury or illness is, in the opinion of the local Government, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

(e) Special disability leave may be granted if a disability contracted as in clause (a) of this rule is aggravated or reproduced in similar circumstances at a later date, but not more than two years of such leave shall be granted in consequence of any one disability.

(f) Special disability leave shall count as duty in calculating service for pension, and shall not, except as provided in Rule 78 (b), be debited against the leave account.

(g) Leave-salary on special disability leave shall, subject to the maxima and minima prescribed in Rules 89 and 90, be equal to half average pay, or, at the Government servant's option, for a period not exceeding the period of leave on average pay which would otherwise be admissible to him, to average pay.

NOTE.—In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under Section 4 (1) (d) of the said Act.

Secretary of State's decision.—The intention of Fundamental Rule 83 (c) is not that special disability leave should be given to cover any portion of an officer's military service, but that it should be admissible only after the officer's discharge as unfit for further military service.

[G. I. F. D. No. F/21/II-C. S. R./24, dated 30th July 1924.]

Government of India's decision.—The provisions of Rule 83 may be applied to any cases that may have arisen since the commencement of the Great War.

[G. I. F. D. No. 1221-C. S. R., dated 18th July 1923.]

F. R. 84. Leave may be granted to Government servants, on such terms as the Secretary of State in Council may by general order prescribe, to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

Secretary of State's Rules regarding Study Leave.—The rules prescribed by the Secretary of State in Council, with reference to this rule to regulate the grant of additional leave to Government servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instruction are reproduced in Appendix No. 9. It has also been decided by the Secretary of State that extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed in Rule 2 of the Study Leave Rules.

[G. I. F. D. Res. No. F. 20 (2)-C. S. R.-25, dated 4th Feb. 1925.]

Government of India's decisions—

(1) The Government of India have decided that the cost of the allowance paid to a Government servant during study leave shall be debited to the Government under which he is employed when the study leave is granted.

[G. I. F. D. No. 47-C. S. R., dated 12th July 1924.]

(2) The Governor General in Council has decided that, so far as Government servants under his administrative control or serving in a Chief Commissioner's province are concerned, it is not intended that the Study Leave Rules should be applied ordinarily in the cases of non-gazetted officers. Any proposal to extend the rules in exceptional cases to such officers should be referred to the Government of India for orders.

[G. I. F. D. No. F.-20-III-C. S. R.-25, dated 15th April 1925.]

Government of India's order.—All officers, whether granted study leave in India or whether they apply for it in the United Kingdom, should submit their programmes to the High Commissioner before embarking on their course of study.

[G. I. F. D. No. F.-20-II-C. S. R.-25, dated March 1925.]

F. R. 85. (a) In special circumstances and when no other leave is by rule admissible, extraordinary leave may be granted. Such leave is not debited against the leave account. No leave-salary is admissible during such leave.

(b) The authority which has the power to sanction leave may grant extraordinary leave as in clause (a) in combination with, or in continuation of, any leave that is admissible, and may commute retrospectively periods of absence without leave into extraordinary leave.

(c) When extraordinary leave is granted to a military officer subject to these rules, he will continue to be treated as in civil employ for all purposes until he is placed on military temporary non-effective pay by the order of a medical board. If, after being placed on military temporary non-effective pay, he returns to duty in India, he will have no claim to reinstatement in civil employ.

• [For Administrative Instructions issued by the Governor General in Council regarding "casual leave," see Part V (2) of Appendix 3.]

Audit Instruction.—Extraordinary leave without pay granted under the rules of the Civil Service Regulations will not also be debited against the leave account under note (2) to Fundamental Rule 78.

[Para. 36 of Manual of Audit Instructions, Vol. I.]

Auditor General's decision.—Extraordinary leave may be granted either by itself or in combination with or in continuation of other leave subject only to the provision in Fundamental Rule 18.

[Ar. G.'s No. 1091-A/433-23, dated 31st Oct. 1923.]

F. R. 86. Leave granted to a Government servant should in no case extend more than six months beyond the date on which the Government servant must compulsorily retire, or, if a Government servant is retained in service after that date, more than six months beyond the date on which he ceases to discharge his duties.

Government of India's decisions—

(1) The grant of leave under this rule automatically carries with it the extension required and no formal sanction to the extension is necessary.

[G. I. F. D. No. 520-C. S. R., dated 31st May 1922.]

(2) The Government of India have decided that the proper test in applying this rule is whether it would be more convenient on general administrative grounds for a Government servant to take leave before or after the age of superannuation, and that all Government servants should be warned that the rule is intended to apply only in cases in which a Government servant with leave due to him has applied for leave in sufficient time before the date of retirement, and his application has been refused owing to the exigencies of the public service, and that it is not intended to apply so as to enable a Government servant at his own option to take leave after instead of before the date of retirement.

All applications for leave involving an extension of service under Fundamental Rule 86, which are received from Government servants under the administrative control of the Governor General in Council, may be dealt with on these lines.

[G. I. F. D. No. 2081-C. S. R., dated 26th Nov. 1923 and G. I. F. D. Memo. No. 2247-C. S. R., dated 13th Dec. 1923.]

Government of India's ruling.—The date on which a ministerial servant must compulsorily retire is ordinarily the date on which he attains the age of 60 years, but in the case of a ministerial servant who is required to retire between the ages of 55 and 60, the date of compulsory retirement is the date from which he is required to retire. It follows from this ruling that the restriction imposed by Fundamental Rule 86 does not operate in the case of a ministerial servant between the ages of 55 and 60 unless an order is passed requiring him to retire.

[G. I. F. D. No. F.-25-C. S. R.-25, dated 28th Jan. 1925 and para. I of A. I. Cir. No. 24, dated 16th March 1925.]

Audit Instruction.—When a Government servant who is already on an extension of service applies for leave during the period of his extended service the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of compulsory retirement or in other words, the conditions laid down in Finance Department letter No. 2081-C. S. R., dated 26th November 1923 should be satisfied.

[A. I. Cir. No. 24, dated 16th March 1925.]

Auditor General's decisions.—

(1) The rule in Note 3 to Fundamental Rule 56 does not require that the authority sanctioning leave under Fundamental Rule 86 should necessarily be competent to sanction an extension of service also.

[Ar. G.'s No. 898-A/K. W. 79-22, dated 15th Aug. 1923.]

(2) The permission given by Fundamental Rule 86, for an officer being granted leave for not more than 6 months beyond the age at which he must compulsorily retire, also carries with it the permission for the officer to retain a lien on his post. (Fundamental Rule 14 (a).) As the officer does not continue on duty but merely draws a leave-salary by virtue of a privilege extended to him, no formal extension of service is necessary. He retains a lien on his post and as such the post cannot be substantively filled till he actually retires from the service.

[Ar. G.'s U. O. No. 166-Code-1, Ref-22, dated 18th May 1922.]

(3) The Government of India have ruled that the term "lien" used in the last sentence of paragraph 4 of the Government of India, Finance Department, letter No. 1079-C.S.R., dated the 26th October 1921 (*vide* entry below F. R. 58) should be interpreted in the same sense in which it has been used in the Civil Service Regulations. Article 31 of Civil Service Regulations lays down that an officer has a lien on an officiating appointment if his right to resume, on return to duty, that appointment is subject to the same condition of conformity with the interest of public service as his tenure of the appointment. This condition is not satisfied in a case in which an officer takes leave under Fundamental Rule 86, after the date of his compulsory retirement.

[Ar. G.'s No. 1277-E/195-23, dated 13th March 1923.]

(4) The rule imposes no restriction as to the total amount of leave that can be enjoyed by a Government servant who is on extension of service. There is no objection, therefore, to the grant of leave to such a Government servant on more than one occasion provided the period granted on each occasion does not exceed 6 months. It is, however, for the Local Government by administrative action to stop the abuse of the concession of the rule.

The first portion of the rule fixes a date up to which leave may be granted to a Government servant who is about to attain the age of superannuation. Any period of vacation included in the six months commencing from the date on which the Government servant attains the age of superannuation should be treated as part of the leave granted, because it is by virtue of the leave granted that the Government servant remains in service after the age of superannuation—*vide* Note 3 under Fundamental Rule 56.

The second portion of the rule says that leave granted to a Government servant who is retained in service after the age of superannuation should in no case extend more than 6 months "beyond the date on which he ceased to discharge his duties." Although vacation in certain circumstances counts as duty (*c.f.*, Fundamental Rule 82 (b)), a Government servant cannot be held to be "discharging his duties" in the sense intended in Fundamental Rule 86, while enjoying vacation. In cases, therefore, of leave under the second portion of Fundamental Rule 86 taken in continuation of vacation the limit of six months should be applied to the combined period of vacation and leave.

[Ar. G.'s No. 550-A/124-23, dated 17th April 1923.]

(5) A Europe Leave Salary Certificate should contain full particulars of the various kinds of leave that can be granted to a Government servant on leave out of India. The amount of leave admissible to a Government servant under Fundamental Rule 86 should consequently be entered therein without regard to the question of sanction which will be settled by the competent authority in England in consultation with the authorities in India, if necessary.

[Ar. G.'s No. T-576-A/303-23, dated 1st Aug. 1923.]

Accountant General's decision—

(1) As the restriction imposed by Rule 86 does not apply to ministerial servants except where retirement before the age of 60 has been definitely enjoined, the certificate prescribed in Government of India, Finance Department, letter No. 2081-C.S.R., dated the 26th November 1923 is not required in the case of applications for leave from ministerial servants between the ages of 55 and 60.

(2) Sanction to extension of service shall not be called for (by audit offices) unless the ministerial servant is retained in service after the age of 60.

[A. G. P. T.'s No. Mis.-2633/L-53-II, dated 18th March 1925, to all Branch Audit Offices.]

Director General's Instructions.—Applications for leave under Fundamental Rule 86 should always be accompanied by a certificate from the controlling officer that the leave was applied for in time and refused owing to exigencies of the public service.

[D. G. P. T.'s No. 5090, dated 18th March 1924.]

SECTION V.—*Leave-salary.*

F. R. 87. Subject to the conditions in Rules 81, 88, 89 and 90, a Government servant on leave shall, during leave, draw leave-salary as follows:—

- (a) If the leave is due, leave-salary equal to average pay, or to half average pay, or to average pay during a portion of the leave and half average pay during the remainder, as he may elect; and
- (b) If the leave is not due, leave-salary equal to half average pay.

Provided that when a non-gazetted Government servant takes leave and—

- (i) his pay is less than Rs. 300, or
- (ii) the leave taken does not exceed one month,

his average pay for the purpose of this rule shall be taken to be the pay which he would draw in the permanent post held substantively by him at the time of taking leave.

Government of India's decisions—

(1) The Government of India have decided that a Government servant cannot be compelled against his wishes to take leave on half average pay when leave on full average pay is admissible to him, unless it be deemed necessary in the public interest and in the interest of the individual also to prevent the too rapid exhaustion of the limited amount of full pay leave available under the Fundamental Rules. These orders must not be interpreted as interfering with the discretion entrusted to an authority competent to grant leave to determine whether leave should or should not be granted.

[Ar. G.'s No. 588-A/72-23, dated 26th April 1923.]

(2) It was not the intention that a Government servant should be permitted to manipulate different arrangements of leave to his own advantage. Fundamental Rule 87 (a) provides that Government servant on leave shall during leave, if the leave is due, draw leave-salary equal to average pay, or to half average pay, or to average pay during a portion of the leave and half average pay during the remainder, as he may elect. The election given by the rule is the election between the three different forms of leave-salary mentioned therein and the rule is not intended to give any choice as to the period during which average pay or half average pay can be drawn if the officer elects the third form. In that case the intention is that the period on average pay should be taken first and should be succeeded by the period on half average pay.

[G. I. F. D. No. 604-C. S. R., dated 26th April 1924, to the Government of Bihar and Orissa.]

(3) The words "as he may elect" in F. R. 87 (a) imply election once for all and, therefore, debar a Government servant from claiming commutation of leave as of right. The Government of India, with the concurrence of the Auditor General, have therefore

decided that though under the Fundamental Rules the authority, which granted leave can (if so disposed) commute it retrospectively into leave of a different kind, yet a Government servant does not possess any right to insist that it should be so commuted.

[Ar. G.'s No. 755-A/345-25, dated 2nd Jan. 1926.]

(4) For purposes of the proviso in F. R. 87, the pay and status of a Government servant should be determined with reference to the post which he was holding (whether in a substantive or in an officiating capacity) before going on leave.

[G. I. F. D. No. F.-175-C. S. R./25, dated 29th May 1925.]

Audit Instructions—

(1) The term "pay" in the expression "his pay is less than Rs. 300" occurring in the proviso should be interpreted according to the definition given in Fundamental Rule 9 (21).

The intention of the rule in the proviso is that the leave-salary should be based on the pay at the time of taking leave in respect of the permanent post to which the Government servant has been appointed substantively irrespective of whether his lien on that post is retained or has been suspended.

[Part I of A. I. Cir. No. 25, dated 13th May 1925.]

(2) A Government servant who holds substantively a non-gazetted permanent post but who proceeds on leave from a gazetted post should be regarded as a gazetted officer for the purpose of this rule.

[Part IV of A. I. Cir. No. 28, dated 19th Jan. 1926.]

Auditor General's decisions—

(1) A Government servant who has taken leave on average pay under the Fundamental Rules, on the first occasion after the introduction of these rules and who has exercised the option under paragraph 4 of G. I., F. D., letter No. 1079-C. S. R., dated 26th October 1921 (page 67) of drawing leave-salary at the rate of pay without post, on which he holds a lien, instead of his average pay without limit, may increase his leave-salary, during the first 4 months, or 6 months when the excess over 4 months is covered by the temporary war concession, of the leave, on account of an increment falling due in the scale of pay applicable to the post which he holds substantively.

[Ar. G.'s letter No. 194-A/174-23, dated 2nd March 1924.]

(2) An officer who takes after 1st April 1924 leave on average pay for 4 months (or more if covered by the temporary war concession) for the first time after the introduction of the Fundamental Rules and exercises the option of drawing as leave-salary the pay of the post on which he has a lien instead of his average pay without limit, may draw during such leave both the leave pay and the sterling overseas pay which he drew while holding the post.

[Ar. G.'s letter No. 66-A.—6-25, dated 28th Jan. 1925.]

F. R. 88. After continuous absence from duty on leave for a period of 28 months, a Government servant will draw leave-salary equal to quarter average pay, subject to the maxima and minima prescribed in rules 89 and 90.

NOTE.—A member of the Indian Civil Service or a military commissioned officer subject to these rules is entitled to leave-salary equal to subsistence grant after this period.

Audit Instructions—

(1) The expression “continuous absence from duty on leave” in this rule does not include absence on extraordinary leave.

[Para. 5 of A. I. Cir. No. 16, dated 16th June 1924.]

(2) The period of 28 months mentioned in this rule includes the period of vacation, if any, with which leave is combined.

[Part II of A. I. Cir. No. 28, dated 19th Jan. 1926.]

Auditor General's decision.—The period of 28 months' continuous absence from duty on leave referred to in Fundamental Rule 88 includes any period of leave on quarter pay or quarter average salary. The exclusion of extraordinary leave is no precedent as such leave is not debited against the leave account [*vide* Fundamental Rule 85 (a)] while leave of the former kind is so debited [*vide* Fundamental Rule 78 (b)].

[Ar. G.'s No. 237-A/58-24, dated 17th March 1924.]

F. R. 89. Except during the first four months of any period of leave on average pay, leave-salary is subject to the monthly maxima shown in the following table:—

	AVERAGE.		HALF AVERAGE.		QUARTER AVERAGE.	
	Outside Asia.	In Asia.	Outside Asia.	In Asia.	Outside Asia.	In Asia.
	£	Rs	£	Rs.	£	Rs.
Indian Civil Service and military commissioned officers subject to the special leave rules.	222	2,222	111	1,111
Other Government servants subject to the special leave rules.	200	2,000	100	1,000	60	600
Government Servants subject to the ordinary leave rules.	150	1,500	75	750	60	600

NOTE 1.—The maximum of average pay does not apply in the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, during a period equal to that for which he is entitled to privilege leave.

NOTE 2.—The maximum of average pay does not apply to a Government servant serving in a vacation department during a period of leave on

average pay equivalent to one month for each year since his last leave during which he has not availed himself of the vacation, and to a proportionate fraction of a month during which he has taken a part only of the vacation; provided that, in the case of a Government servant who is transferred with leave to his credit from a non-vacation to a vacation department, the local Government shall decide, on the first occasion on which he takes leave after such transfer, the period not exceeding four months for which the maximum limit of leave-salary shall not be applied to him.

Government of India's decision.—A question arose as to whether, during the leave on half average pay taken in India by a military officer in civil employ against the leave earned by him in the Military Department, his leave-salary is subject to the maximum prescribed in Fundamental Rule 89. As the leave was granted under the Fundamental Rules, the leave-salary must be regulated by the rules in Chapter X of those rules. Note 2 to Fundamental Rule 90 permits the minimum leave-salary to be regulated by the Military rules. * * * It has, therefore, been decided by the Government of India, in consultation with the Auditor General, that the military rate of leave-salary cannot be withheld from the officer simply because it exceeds the civil maximum.

[Ar. G.'s No. 390-A/122-25, dated 15th June 1925.]

Audit Instructions—

(1) The intention is that vacation should be treated as the equivalent of the leave on average pay for the purposes of this rule and Government of India, Finance Department, Resolution No. 1289-C. S. R., dated the 10th January 1922. (*Vide* entry below Fundamental Rule 90.)

[Para. 100 of Manual of Audit Instructions, Vol. II.]

(2) When a portion of the leave-salary is paid in sterling, it should, for the purpose of applying the rupee limits of leave-salary prescribed in Fundamental Rules 89 and 90, be converted into rupees at the current rate of exchange as defined in Article 343, Account Code.

[Part. VII of A. I. Cir. No. 27, dated 31st Aug. 1925.]

F. R. 90. Subject to the condition that the leave-salary of a Government servant shall in no case exceed his average pay, leave-salary is subject to the monthly minima shown in the following table:—

	HALF AVERAGE.		QUARTER AVERAGE.	
	Outside Asia.	In Asia.	Outside Asia.	In Asia.
	£	Rs	£	Rs.
Indian Civil Service and military commissioned officers subject to the special leave rules.	55½	555
Other Government servants subject to the special leave rules.	33	333	16½	166
Government servants subject to the ordinary leave rules.	25	250	12½	125

NOTE 1.—The minima specified above for Government servants other than members of the Indian Civil Service and military commissioned officers apply only when leave is taken or extended out of India.

NOTE 2.—In the case of a military commissioned officer, the minimum leave-salary during such leave as may be added under rule 77 (b) to the leave earned by duty under these rules shall be that prescribed by the military rules to which the officer was subject immediately before he came under these rules; and for an officer of the Royal Engineers who was serving under the Indian Army Leave Rules immediately before he became subject to these rules, the minimum shall be the rate prescribed by the leave rules for the Indian Army according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers, who was serving under British Army Leave Rules immediately before he became subject to these rules, the minimum for so much of the leave credited as has been earned by service in civil employment shall be at the rate of—

- (i) £55½ out of Asia and 555 rupees in Asia if he elected for continuous service in India before the 1st February, 1898; or
- (ii) the amount shown in sub-clause (i) or the pay last drawn by him on duty, whichever is less, if he elects to come under civil leave rules after completing five years' service.

NOTE 3.—A military commissioned officer subject to these rules, who is granted leave on medical certificate in excess of the amount earned by him under both the civil and military rules, may be allowed the civil minimum rate of leave-salary for the period of leave taken in excess of the amount so earned.

Audit Instruction.—In applying note 2 under the rule to a Military Officer who had already become subject to the Civil leave rules before 1st January 1922, the term 'these rules' appearing in lines 3, 5 and 7 of the note should be read as equivalent to "the Civil leave rules."

[Para. 38 of Manual of Audit Instructions, Vol. I.]

Auditor General's decision.—A Military commissioned officer in civil employ subject to the Fundamental Rules can set off the leave he takes either against the amount of leave earned under the civil rules or against that under the Military leave rules as he pleases with the exception that any period of privilege leave at the credit of the officer under Rule 77 (b) out of the first 4 months' leave on average pay taken after the officer comes under the Fundamental Rules, will always go against the amount of leave earned under the civil rules.

[Ar. G.'s U. O. I. No. T-20-Admn.—44-23, dated 7th May 1923.]

F. R. 91. (1) That portion of leave-salary which represents overseas pay drawn in sterling shall be paid in all cases in sterling.

(2) Subject to the provisions of sub-rule (1) leave-salary shall be drawn in rupees if due in respect of leave spent in Asia, and in sterling if due in respect of leave spent out of Asia:

Provided that—

- (a) in the case of leave on average pay not exceeding four months, or of the first four months of such leave if it
 - exceeds four months, leave-salary due in respect of any portion of such leave which is spent in Asia may, if the

officer proceeds out of Asia during the currency of such leave, or within one month of its termination, be drawn in sterling and leave-salary due in respect of any portion of such leave spent out of Asia may be drawn in rupees;

- (b) in the case of leave of any other description, or of periods of leave on average pay after the first four months of such leave, if the amount of such leave spent in Asia prior to embarkation does not in all exceed one month, leave-salary in respect of the whole of such leave may be drawn in sterling.

(3) Leave-salary drawn in rupees shall be drawn in India, or, in the case of a Government servant who spends his leave in Ceylon, in Ceylon.

(4) Leave-salary drawn in sterling shall be drawn in London or, at the Government servant's option, in any British Dominion or Colony which the Secretary of State in Council may by order prescribe for the purpose, provided that the officer spends his leave in the Dominion or Colony in which he has elected to draw his leave-salary.

[For a list of British Dominions and Colonies in which leave-salary may be drawn in sterling, see Appendix 9-A.]

(5) Leave-salary shall be converted into sterling at such rate of exchange as the Secretary of State may by order prescribe.

Secretary of State's orders—

(1) The Secretary of State in Council has ordered that the rate of exchange at which leave-salary shall be converted into sterling should be as follows:—

Leave-salary expressed in rupees, if paid at the Home Treasury or in a Colony, where the standard of currency is gold, shall be converted into sterling at the rate of exchange for telegraphic transfers from Calcutta on London, on the date on which each payment becomes due, the rate of exchange being subject to the following minima:—

- (i) In respect of leave-salary due for the first 4 months of a period of leave on average pay—1s. 4d. per rupee.
- (ii) In respect of all other leave-salary—1s. 6d. per rupee.

[G. I. F. D. Res. No. 1289-C. S. R., dated 10th Jan. 1922.]

(2) As some doubt has been felt as to the minimum rate of exchange applicable to leave-allowances drawn during commuted furlough taken under the rules in the Civil Service Regulations, it has been ascertained that the Secretary of State's intention was that the favourable minimum rate of 1s. 6d. per rupee prescribed in Article 868, Civil Service Regulations, should apply to all leave-salary drawn during commuted furlough. He has accordingly been

pleased to sanction, with retrospective effect from the date of introduction of the rules relating to commuted furlough, the application of that rate to commuted furlough allowances when equal in amount to the salary last drawn.

[G. I. F. D. No. 2142-C. S. R., dated 3rd Dec. 1923, to all Provincial and Minor Local Governments.]

Government of India's orders—

(a) The cost of leave-salary paid outside India should be distributed between the different Governments, under which a Government servant has served, according to the length of service under each Government and it should be debited to the "foreign" Government up to the full amount earned by that service.

(b) When a Government servant is transferred under a Government other than that under which he was first employed, the leave-salary drawn by him during any leave taken after the date of transfer, shall be charged to the borrowing Government until the entire leave earned under that Government is exhausted.

[G. I. F. D. No. 865-C. S. R., dated 11th Aug. 1921.]

Audit Instruction.—For the purposes of the Government of India, Finance Department, Resolution No. 1289-C. S. R., dated the 10th January 1922, prescribing the rate of exchange at which leave-salary shall be converted into sterling, an officer who had more than four months' privilege leave credited to his account on 1st January 1922 under Fundamental Rule 77 will, on the first occasion on which he takes leave on average pay, convert his leave-salary at 1s. 4d. the rupee for the whole period of the leave on average pay so credited to his account. In the case of officers on leave on 1st January 1922, who exercised the option of having the unexpired portion of their leave cancelled, and took the balance under the Fundamental Rules, the minimum of 1s. 4d. should apply to that portion only of leave which was credited as privilege leave in the leave account made up to the 1st January 1922.

[Para. 101 of Manual of Audit Instructions, Vol. II.]

F. R. 92. The rupee and sterling maxima and minima prescribed in Rules 89 and 90 shall be applied to leave salaries paid respectively in rupees and in sterling.

F. R. 93. A compensatory allowance should ordinarily be drawn only by a Government servant actually on duty, but a local Government may make rules specifying the conditions under which a Government servant on leave on average pay may continue to draw a compensatory allowance, or a portion thereof, in addition to leave-salary during the first four months of his leave. One of these conditions should be that the whole or a considerable part of the expense to meet which the allowance was given continues during leave. •

[For rules framed by the Governor General in Council under Fundamental Rule 93, in his capacity as a Local Government, see Supplementary Rules 5-8.]

Government of India's ruling—

The Government of India have ruled with the approval of the Secretary of State for India that any Government servant who was on 1st January 1922 in receipt of one of the allowances named in notes 1 and 2 under Art. 268, Civil Service Regulations, or who was on that date on leave or deputation from a post or cadre in which he would have drawn such an allowance, shall, when drawing the allowances in future, be eligible for the first four months of any period of leave on average pay for the concessions given by these notes even if the allowance is classed as compensatory in future.

The intention is that the allowances if drawn should in such cases be included in average pay when calculating leave-salary for such period of four months.

[G. I. F. D. No. 350-E. B., dated 1st May 1922, to all Local Governments.]

Auditor General's decision.—The Government of India, Finance Department, letter No. 350-E. B., dated 1st May 1922, is intended merely to continue a concession which was admissible under notes 1 and 2 to Article 268, Civil Service Regulations, and not to grant any new concession not admissible under the old rules. Under note 1 to Article 268, Civil Service Regulations, Burma Allowance could be drawn subject to the condition that the grant of leave does not necessitate the transfer within the limits of the province of an officer from outside the province.

[Ar. G.'s No. 2905-E/K. W./8-22, dated 27th June 1925.]

Audit Instructions—

(1) Under this rule the maximum period during which a Government servant can be allowed to draw compensatory allowances while on leave is four months (or six months in the case of leave admissible under the special concession referred to in Note 1 to Fundamental Rule 89). The length of the total period of leave is irrelevant, but compensatory allowances cannot be drawn during any period of leave which is not leave on average pay.

[Para. 102 of Manual of Audit Instructions, Vol. II.]

(2) See Audit Instruction (5) under Fundamental Rule 44.

(3) A Government servant's claims to Travelling Allowance should be regulated by the rules in force at the time the journey, in respect of which they are made, was undertaken.

[Para. 104 of Manual of Audit Instructions, Vol. II.]

SECTION VI.—*Exceptions and Special Concessions.*

F. R. 94. The rules in sections I to V are not applicable to the following Government servants whose leave is governed by the Act or by rules made under other sections of the Act:—

- (a) Members of the executive council of the Governor General or of a Governor or Lieutenant-Governor.
- (b) The Chief Justices and other Judges of the several High Courts.
- (c) The Bishops of Calcutta, Madras and Bombay.
- (d) The Auditor-General in India.

Audit Instruction.—Subject to any special orders by the Government of India to the contrary, leave of absence granted to a Member of the Executive Council of the Governor General (if taken out of India) commences on the day after such Member embarks at any port in India, excluding Aden, and ends on the day before he disembarks at any port in India, excluding Aden; provided always that such Member has not been relieved of the charge of his office until he embarks and that he resumes charge immediately upon his disembarkation.

[Para. 39 of Manual of Audit Instructions, Vol. I.]

F. R. 94A. The rules in sections I to V are not applicable to the Presidents of Legislative bodies, whose leave is governed by orders issued in this behalf by the Secretary of State in Council.

Secretary of State's orders—

• The Secretary of State in Council has laid down the following principles to govern the grant of leave to the Presidents of the Legislative Councils:—

- (i) In view of the long periods of what may be described as “vacation” which a President enjoys and which he is free to spend wherever he chooses, no President shall be regarded as “earning leave” at all during the tenure of his appointment, or shall, except in the case of inability through sickness to attend to duty, be granted on the basis of his pay and service as President leave of absence from his duty with allowances, either during the tenure of his appointment or, except as provided in clause (ii) below, on its termination.
- (ii) An official, being a member on the active list of a regular service, appointed to be President of a Council, shall be treated as retaining, during his tenure, his right to any leave which he had earned and which was due to him at the time when he assumed the office of President, and shall be entitled to enjoy such leave on or after the termination of his office of President on the allowances which

would be admissible without taking account of the salary drawn as President.

The Secretary of State has left to the discretion of His Excellency the Governor the settlement of any question of detail which may arise.

[G. I. F. D. Res. No. 1130-C. S. R., dated 5th Oct. 1922.]

F. R. 95. Subject to any exceptions and modifications which the Secretary of State in Council may by rule prescribe, the special leave rules in sections I to V of this chapter apply to Chaplains of the Church of England and Church of Scotland on the Bengal, Madras and Bombay Ecclesiastical Establishments, including the Bishops of Lahore, Rangoon, Lucknow and Nagpur.

Secretary of State's Rules.—The rules made by the Secretary of State in Council on 7th June 1923 governing the leave and the leave-salary of Chaplains of the Church of England and Church of Scotland on the Bengal, Madras and Bombay Ecclesiastical Establishments, including the Bishops of Lahore, Rangoon, Lucknow and Nagpur will be found in Government of India, Education and Health Department, No. 237, dated the 3rd August 1923, and No. 350, dated the 2nd November 1923.

F. R. 96. The only form of leave which may be granted to a Lieutenant-Governor, whether substantive or officiating, is leave on medical certificate for not more than six months. On resuming his duties after such leave, he may receive leave-salary equal to half his pay for the period of absence. If he does not resume his duties, he may draw the leave-salary to which he would have been entitled under rule 97 had he vacated his post before taking leave.

F. R. 97. When a member of the Indian Civil Service takes leave on vacating the post of Governor, Lieutenant-Governor or Chief Commissioner or of member of the executive council of the Governor-General, or of a Governor or Lieutenant-Governor, his average pay shall be held to be subject to a maximum of 4,000 rupees. Such an officer will not retain, while on leave, a lien on the post which he has vacated.

Audit Instructions—

(1) In the case of the Government servants referred to in this rule, it is left to the discretion of the Government of India or the local Government, as the case may be, under which the Government servant is employed to give him a lien on another post or to leave him without a lien at all.

[Para. 40 of Manual of Audit Instructions, Vol. I.]

(2) The maximum limit of average pay of Rs. 4,000 referred to in this rule applies only to the leave-salary drawn during the first four months of leave on average pay, by officers who take leave under

this rule. For any remaining period of leave taken under this rule the maxima laid down in Fundamental Rule 89 apply.

[Para. 41 of Manual of Audit Instructions, Vol. I.]

F. R. 98. The following provisions apply to such holders of the posts enumerated below as are not members of the Indian Civil Service:—

- (1) Judges of a Chief Court.
- (2) Chief Judges of Small Cause Courts of Presidency towns and of Rangoon.
- (3) The Secretary to the Government of India in the Legislative Department.
- (4) A Judicial Commissioner or Additional Judicial Commissioner of the Central Provinces.
- (5) The Administrator-General, and Official Trustee in Bengal, Madras or Bombay.
- (6) The Administrator-General, Official Trustee, Official Assignee, and Official Receiver in Burma.
- (7) An Additional Judicial Commissioner of Sind or of the North-West Frontier Province.

Such Government servants are entitled to leave on the terms which apply to Judges of High Courts by rules made under Section 104 of the Act, subject, however, to the following modifications, namely:—

- (a) their leave-salary shall not exceed, while on ordinary furlough or on subsidiary leave, half average pay, and while on furlough on full allowance, average pay; and
- (b) the holders of posts which have not been declared by the Local Government under Rule 82 (a) to belong to a vacation department are entitled in lieu of the leave credited to the furlough account of a High Court Judge under the Rules made under Section 104 because of his having been detained on duty as a Vacation Judge, to a credit in their leave account of a period equal to one-eleventh of the period of actual service performed.

F. R. 99. The following law officers are entitled to leave under the rules applicable to members of the Indian Civil Service, provided that their pay as Government servants is fixed at a definite rate and that their whole time is retained for the service of Government:—

An Advocate General.

A Standing Counsel.

An Official Trustee or Assignee.

A Receiver of a High Court.

An officer of a High Court holding a post which by law can be held by a barrister only.

- A Secretary or Assistant Secretary in the Legislative Department of a local Government.
- A Remembrancer, Deputy Remembrancer or Assistant Remembrancer of Legal Affairs.
- A Government Advocate or Assistant Government Advocate.
- A Clerk of the Crown.
- A Government Solicitor.

F. R. 100. The following provisions apply to military officers in civil employ who remain subject to military leave rules:—

- (a) A local Government may grant to such an officer leave of the following kinds:—
 - (i) leave on average pay, for four months at a time, up to one-eleventh of the period of duty performed, including, uninterrupted duty in military service: provided that, if privilege leave under military rules has been taken in any calendar year, duty counting for leave on average pay will not commence until the beginning of the following year or from the expiry of six months after the conclusion of such leave, whichever is earlier; and
 - (ii) any leave, other than privilege leave, admissible under military rules, either alone or in combination with leave on average pay.

NOTE.—In the case of a Government servant who is entitled, under orders previously in force, to privilege leave for more than four months, the number of months to be taken at one time as prescribed in sub-clause (i) above may be increased, on the first occasion when leave is taken under these rules, by the number of months by which the amount of privilege leave due exceeds four months.

- (b) The total period of leave should be regulated by the limits in force under the military rules to which the officer is subject.
- (c) Leave may be retrospectively commuted by the authority which granted it into any other kind of leave which was admissible to the officer concerned at the time when it was granted.

Provided that; except in the case of an officer holding substantively a permanent post for a fixed term, no leave under sub-clause (ii) of clause (a) of this rule may be granted to an officer unless the local Government is prepared to re-employ him immediately upon the termination of the leave.

Government of India's decision—

The Government of India have had under consideration the question whether military officers with special war leave at their credit under Army Instruction, India, No. 106 of 1920, who are appointed substantively to the civil department, should be permitted to carry forward such leave when they enter civil employment. They have

decided that such leave may, on their coming under the provisions of the Fundamental Rules, be credited to their leave account on condition that it is taken before 31st December 1922. Officers who have taken leave after 1st January 1921 may substitute for portion of it any special war leave which may become admissible to them as the result of these orders.

The Government of India have further decided with reference to Fundamental Rule 100, that military officers in civil employ who remain subject to military leave rules and who have earned privilege leave in excess of 4 months as a temporary war concession may be granted the concession strictly in accordance with the terms of Army Instructions, India, No. 106 of 1920.

[G. I. F. D. letter No. 1174-C. S. R., dated 16th Oct. 1922.]

Director-General's Instructions.—Military Telegraphists employed in Telegraph offices may be granted leave, with Telegraph allowances for 30 days annually. Leave granted otherwise than on medical certificate will be subject to the approval of the Military authorities.

[Para. 379 of Telegraph Manual, Vol. II (1916).]

F. R. 101. A local Government may make rules regulating the grant to Government servants under its control of—

- (a) maternity leave to female Government servants; and
- (b) leave on account of ill-health to members of subordinate services specified in such rules whose duties expose them to special risk of accident or illness.

Such leave is not debited against the leave account.

[For rules made by the Governor General in Council under Fundamental Rule 101 in his capacity as a local Government, see Supplementary Rules 267 to 273.]

F. R. 102. A local Government may make rules regulating the grant of leave on account of ill-health to officers and seamen of Government vessels. Such leave is not debited against the leave account.

[For rules made by the Governor General in Council under Fundamental Rule 102 in his capacity as a local Government, see Supplementary Rules 274 and 275.]

F. R. 103. A local Government may make rules regulating the leave which may be earned by—

- (a) temporary and officiating service;
- (b) service which is not continuous; and
- (c) part-time service, or service which is remunerated wholly or partially by the payment of fees or daily wages;

provided that such rules shall not grant more favourable terms than would be admissible if the service were substantive, permanent and continuous.

[For model terms regulating the grant of leave to Government officials engaged on contract as finally approved by the Secretary of State in Council, see Appendix 10.]

[For rules made by the Governor General in Council under Fundamental Rule 103 in his capacity as a local Government, see Supplementary Rules 284 to 290.]

F. R. 104. During their period of probation or apprenticeship, probationers and apprentices are entitled to leave as follows:—

(a) If appointed under contract in the United Kingdom with a view to permanent service in India, or if appointed in the United Kingdom to posts created temporarily with the prospect, more or less definite, of becoming permanent;—

(i) to such leave as is prescribed in their contracts, or, when no such prescription is made,

(ii) (1) when the period of probation is not less than three years, to the same leave which would be admissible if they held permanent posts; or

(2) when the period of probation is less than three years, to leave on average pay up to one-eleventh of the period spent on duty, to which may be added, on medical certificate, leave on half average pay; provided that the total leave granted under this clause shall not exceed three months reckoned in terms of leave on average pay; and

(b) if appointed otherwise, to such leave as is admissible under rules framed on this behalf by the local Government, subject to the proviso in rule 103.

[For rules made by the Governor General in Council under Fundamental Rule 104 (b) in his capacity as a local Government, see Supplementary Rule 291 and 292.]

[For Administrative Instructions issued by the Governor General in Council regarding "Grant of Leave to Probationers and Apprentices," see Part V (1) of Appendix 3.]

Chapter XI.—Joining time.

F. R. 105. Joining time may be granted to a Government servant to enable him—

- (a) to join a new post to which he is appointed while on duty in his old post; or
- (b) to join a new post,—
 - (i) on return from leave on average pay of not more than four months' duration, or
 - (ii) when he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified in sub-clause (i); or
- (c) to travel from the port of debarkation and organize his domestic establishments when he returns from leave out of India of more than four months' duration; or
- (d) on departure on or return from leave, to proceed from or to the place at which he is posted to or from specified stations, when the place concerned is in a remote locality which is not easy of access.

*Provided that joining time shall not be allowed for the purposes specified in paragraph (c) or paragraph (d) to any person to whom Rule 98 applies.

Government of India's decisions —

(1) Under the existing system, a General Service Telegraphist selected for training in Wireless Telegraphy, is first sent to Karachi for a preliminary training of 3 months and is then required to undergo a practical course of training for another 3 months at any of the Wireless stations. On the successful completion of his course, he is permanently transferred for employment to the Wireless Branch. It has been decided by the Government of India that the telegraphist may be granted joining time at his old station calculated on the journey to Karachi and not at the place of his training from which he is finally posted to a wireless station.

[Ar. G.'s No. 1274-A./487-23, dated 24th Dec. 1923.]

(2) A person held a temporary post at Madras up to 22nd November 1922, on which date the temporary post was abolished. Meanwhile, he had applied for a temporary post at Delhi and the offer of the new post was communicated to him through his official superior for the time being while he was on duty in his old post. He joined the new post at Delhi on 1st December 1922. It was decided by the Auditor General, with the concurrence of the Government of India, that under F. R. 105 (a), joining time is admissible in this case.

[Ar. G.'s No. 460-A./93-24, dated 10th July 1924.]

* The proviso takes effect from 9th March 1926—*vide* F. D. correction No. 21, dated 22nd April 1926.

Audit Instructions—

(1) If a Government servant is authorized to make over charge of an office elsewhere than at its headquarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge.

[Para. 42 of Manual of Audit Instructions, Vol. I.]

(2) The rules relating to joining time applicable to a Government servant transferred from one province to another will be those in force in the province to which the Government servant is transferred.

[Para. 43 of Manual of Audit Instructions, Vol. I.]

(3) The intention of sub-clause (i) of Fundamental Rule 105 (b) is that joining time should be allowed to those Government servants who are granted privilege leave or leave on average pay for not more than four months, or those who are granted privilege leave up to a maximum of six months under the special war concession, and who are transferred to a new station on the termination of such leave.

[Para. 44 of Manual of Audit Instructions, Vol. I.]

(4) If vacation is combined with leave, joining time should be regulated under clause (b) (i) of Fundamental Rule 105 if the total period of leave and vacation combined is of not more than four months' duration and under clause (c) if the leave out of India and vacation combined is more than four months.

[Para. 105 of Manual of Audit Instructions, Vol. II.]

(5) In the case of a Government servant who is appointed while on leave of not more than four months' duration to a post other than that from which he took leave the full joining time calculated under Supplementary Rule 300 is admissible irrespective of the date on which the orders of transfer were received by the Government servant concerned. Should the Government servant join his new appointment before the expiry of such leave *plus* the joining time admissible, the period short taken should be considered as leave not enjoyed and a corresponding portion of the leave sanctioned should be cancelled without any reference to the authority which granted the leave.

[Para. 106 of Manual of Audit Instructions, Vol. II.]

F. R. 106. A local Government may make rules regulating the joining time admissible in each of the cases mentioned in rule 105 and specifying the places and stations to which clause (d) of that rule shall apply. Such rules should be framed with due regard to the time required for actual transit and for the organization of domestic establishment.

[For rules made by the Governor General in Council under Fundamental Rule 106 in his capacity as a local Government, see Supplementary Rules 293 to 306-A.]

F. R. 107. A Government servant on joining time shall be regarded as on duty and shall be entitled to be paid as follows:—

- (a) If on joining time under clause (a) of rule 105, he is entitled to the pay which he drew prior to relinquishing charge of his old post, or the pay which he will draw on taking charge of his new post, whichever is less.

[See Audit Instruction under F. R. 20.]

- (b) If on joining time under clause (b) or (c) of rule 105 he is entitled—

(i) when returning from extraordinary leave, other than extraordinary leave not exceeding fourteen days granted in continuation of other leave; if a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules, to subsistence grant; otherwise, to no payments at all;

(ii) when returning from leave of any other kinds; to the leave-salary which he last drew on leave at the rate prescribed for the payment of leave-salary in India:

Provided that the amount of half average pay to be drawn during joining time by a member of the Indian Civil Service or a military commissioned officer subject to the civil leave rules returning from leave on half average pay shall be calculated without regard to the limits prescribed in rule 89.

NOTE 1.—A military officer subject to the military leave rules who retains a lien on his civil post is entitled, on joining time under sub-clause (ii) above, to draw the same amount of leave-salary which he would have drawn had he taken leave under civil leave rules; provided that such leave-salary shall not be less than that which he actually drew during the last portion of his leave.

- (c) If on joining time under clause (d) of rule 105, he is entitled to pay as though he were on duty in his post.

NOTE 2.—A ministerial servant on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interests. A transfer made in consequence of his own misbehaviour does not fulfil this condition.

Audit Instructions—

(1) No extra pay (where the transfer involves the grant of extra pay) can be drawn in any case by a relieving Government servant until the transfer is complete, but as far as ordinary pay and allowances are concerned, an exception may be made to the general rule in all cases in which the charge to be transferred (whether a division, a sub-division or other charge) consists of several scattered works which the relieving and relieved Government servants are required, by the orders of a superior officer, to inspect together before the transfer can be completed. The relieving Government servant will be considered as on duty if the period taken in carrying out these inspections is not considered by the Superintending Engineer to be excessive. While so taking over charge, therefore, a Government

servant will draw full pay, and will be regarded as on duty and not as on joining time.

NOTE.—The power vested in the Superintending Engineer under the above Audit Instruction has been delegated to all officers, whether permanent or officiating, in charge of Canal Division in the United Provinces in respect of lower subordinates and members of the Subordinate Engineering Service in the Irrigation Branch. In consequence of this delegation, charge certificates will, in future, be transmitted by the Divisional Officer direct to the Accountant General.

[Para. 45 of Manual of Audit Instructions, Vol. I, as amended by Part VI of A. I. Cir. No. 28, dated 28th Jan. 1926.]

(2) An Indian Civil Service officer when transferred from one officiating post on the superior scale to another such post, is entitled to the superior scale rate of pay during joining time and if his increment on the superior scale accrues to him within the period of the joining time, he is entitled to draw it from the date on which it falls due.

[Para. 107 of Manual of Audit Instructions, Vol. II.]

Accountant General's decisions—

(1) Joining time, whether with or without pay, is duty under Fundamental Rule 9 (6) (a) (ii), and, therefore, counts for increments under Rule 26 (a).

[A. G. P. T.'s letter No. Mis.-1183/Sec.-67, dated 28th Aug. 1925.]

(2) A leave reserve clerk attached to Krishnagar Division on pay Rs. 35 a month in the scale of Rs. 35—120 was in transit from station A to station B within the Division from 1st to 8th May 1925, when his increment to the stage of Rs. 40 fell due on 4th May 1925 and the Postmaster drew pay at Rs. 40 in his favour from that date (4th May 1925). The question arose as to whether the Government servant was entitled, in view of the provisions of Fundamental Rule 107 (a), to draw increment from that date. It was decided that as the transfer was only to a new station, and not to a new post, Rule 107 (a) has no application and that the case should be regulated under Rule 26 (a) and the official allowed to draw his increment during joining time.

[A. G. P. T.'s U. O. No. Mis.-708/Sec.-67, dated 12th Nov. 1925.]

F. R. 108. A Government servant who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of rule 15.

PART VII.

Chapter XII.—Foreign Service.

F. R. 109. The rules in this chapter apply to those Government servants only who are transferred to foreign service after these rules come into force. Government servants transferred previously will remain subject to the rules in force at the time of transfer.

Government of India's decisions —

(1) The rules in Chapter XII of the Fundamental Rules apply to those Government servants only who are transferred to foreign service after the 1st January 1922. Those transferred previously remain subject to the rules in force at the time of transfer. Government servants of the latter class are, however, entitled to take the benefit of the other rules in the Fundamental Rules and will be adjudged to have elected to do so if they do not exercise the option given by Fundamental Rule 58. To cover cases in which such Government servants come under the new leave rules it has been ruled:—

- (1) that their pay in foreign service shall be treated as pay for the purpose of calculating leave-salary, and
- (2) that the existing obligation of foreign employers to pay a portion of leave allowances during privilege leave shall be held to continue during the first four months of any period of leave on average pay.

[G. I. F. D. Res. No. 35-E. B., dated 18th Jan. 1922, and para. 46 of Manual of Audit Instructions, Vol. I.]

(2) The Government of India have decided that this rule applies only to the original period beginning before and terminating after the 1st January 1922, for which the services of Government servants were transferred to foreign service. Any further extension should be treated as a fresh transfer and governed by the Fundamental Rules. The same principle will apply as to the date from which the rates of contribution will apply, as prescribed in Government of India, Finance Department letter No. 64-E. B., dated the 27th January 1922. (*Vide* entry below Fundamental Rule 117.) The terms of extensions commencing after 1st January 1922 already sanctioned will not be affected by this order unless the foreign employer was specifically warned of the liability to revision.

[G. I. F. D. No. 1931-C. S. R., dated 17th Aug. 1923, and para. 108 of Manual of Audit Instructions, Vol. II.]

F. R. 110. (a) No Government servant may be transferred to foreign service against his will.

(b) A transfer to foreign service outside India may be sanctioned by the Governor General in Council.

NOTE.—The Government of Madras is authorised to transfer to service in Ceylon any Government servant other than a member of an all-India service.

(c) Subject to any restrictions which the Governor General in Council may by general order impose in the case of transfer to the service of an Indian State, a transfer to foreign service in India may be sanctioned by the local Government under which the Government servant transferred is serving.

F. R. 111. A transfer to foreign service is not admissible unless—

- (a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Government servant, and
- (b) the Government servant transferred holds, at the time of transfer, a post paid from general revenues or holds a lien on such a post.

Government of India's decision.—Under this rule, the transfer of a temporary Government servant to foreign service is permissible.

[G. I. F. D. No. F/46-C. S. R., dated 22nd July 1924.]

F. R. 112. If a Government servant is transferred to foreign service while on leave, he ceases, from the date of such transfer, to be on leave and to draw leave-salary.

Government of India's decisions—

(1) The Government of India have decided to accept the suggestions made by the Secretary of State with regard to the application of foreign service rules to officers accepting employment under an Indian State, while on leave preparatory to retirement.

Extract from the Secretary of State's Despatch, Financial No. 4. dated the 22nd February 1923, to the Governor General in Council.

“ The suggested treatment of service in an Indian State in the case of an officer on leave preparatory to retirement on proportionate pension as foreign service while the time so spent is simultaneously regarded as leave, would not be in accord with the spirit and intentions of the Foreign Service procedure. Further, it would ordinarily have the effect of increasing the officer's difficulties in obtaining fresh employment. I think therefore that the service in question, if permitted by you, should be treated as being private employment, unless in any special case the circumstances are such that the Government of India think it right to treat the officer as one for whom an alternative career has been found by them. In the latter case the officer would not be on leave the service should be treated as foreign service.

counting for pension, contribution should be taken from the State concerned, and the proportionate pension should remain in suspense ”.

“ 2. I would treat officers about to retire on ordinary pension on similar lines, *i.e.*,—

(a) in the usual case (*e.g.*, that of an officer who has reached or is approaching the age of superannuation) the officer, notwithstanding his employment, with your permission in an Indian State, should be allowed to take any leave which would be admissible to him had he not accepted such employment, and pension contribution should not be required.

(b) in exceptional cases, which in the opinion of the Government of India justify such a course, acceptance of the employment might be made conditional on the officer remaining in their service and being placed on the usual foreign service terms.”

[G. I. F. D. No. 602-C. S. R., dated 26th April 1923, and enclosure.]

(2) The decision communicated in the correspondence with the Secretary of State referred to above may be taken as applying to all foreign service, and not only to service in an Indian State.

[G. I. F. D. No. 957-C. S. R., dated 13th June 1923.]

Auditor General's decision.—Foreign service of any kind (whether in India or out of India) during leave preparatory to retirement should be treated as “ private employment ” for the purpose of Fundamental Rule 112, *i.e.*, an officer who has reached or is approaching the age of superannuation, notwithstanding his employment under a foreign employer, should be allowed to take leave which would be admissible to him had he not accepted such employment, and pension contribution should not be required. The reason for the above is the Secretary of State's desire to facilitate the securing of post-pension employment of Government officers.

[Ar. G.'s letter No. 701-A/189-23, dated 8th June 1923.]

F. R. 113. A Government servant transferred to foreign service will remain in the cadre in which he held a post prior to his transfer, and may be given such substantive or officiating promotion in that cadre as the authority competent to order promotion may decide. In giving promotion, such authority will take into account—

- (a) the nature of the work performed in foreign service, and
- (b) the promotion given to juniors in the cadre.

F. R. 114. A Government servant in foreign service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Government service. Subject to any restrictions which the Governor General in Council may by general order impose, the amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed

by the authority sanctioning the transfer in consultation with the foreign employer.

[For orders issued by the Governor-General in Council under this rule, see Appendix 11.]

Government of India's decisions—

(1) The Government of India have had under consideration the question whether, if an officer on foreign service in India is sent by his employer out of India on duty, the nature of his employment should be considered to have been changed, and he should be treated as on foreign service out of India for the period in question. It has been decided with the concurrence of the Auditor-General that the service in question should continue to be treated as foreign service in India, but both in this case and in the converse case of an officer on foreign service out of India deputed by his employer to India on duty, who similarly continues to be on foreign service out of India, the fact of the officer's being so deputed should be brought to the notice of the lending authority as it might be necessary to reconsider the question of his emoluments.

[G. I. F. D. No. 1010-E. B., dated 21st Aug. 1922.]

(2) The Government of India have had under consideration the question of the possibility of officers transferred to foreign service being admitted to the concession of sterling overseas pay to which they would have been entitled under the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, had they not been so transferred. After due consideration they have decided that it is impossible to express any part of the pay of an officer on foreign service in sterling. The question whether such officers should be given a corresponding increase in their rupee pay is one for settlement in each case in consultation with the foreign employer. If it is decided, after such consultation, that an increase should be granted, the calculation of the rupee value of a sterling pay will be made at the current rate of exchange (*vide* Art. 343, Account Code) on the date the officer is transferred to foreign service. In the case of officers already in foreign service, the rate will naturally be the rate on the date with effect from which their pay is revised.

It is understood that in certain cases the pay of officers in foreign service is fixed as the pay they would receive in Government service or such pay *plus* a certain percentage thereof. In such cases, the Government of India consider that the foreign employer can equitably be called upon to pay the equivalent of sterling overseas pay according to the terms of the arrangement, though even in such cases his concurrence should be obtained. The sterling pay will then be converted monthly to rupees at the "current rate."

[G. I. F. D. letter No. F./211-C. S. R./25, dated 6th July 1925.]

(3) Paragraph 2 of Government of India's decision (2) above should be taken as applicable to all cases in which the pay of an officer in foreign service is fixed as the pay which he would receive

from time to time in Government service or the pay of a post in Government service, with or without an addition thereto in the form of a percentage of such pay ^{and}/_{or} of a fixed sum.

The decision that overseas pay should not be paid in sterling was based mainly on a consideration of the complications which would arise from an accounts point of view if Government were to make payments in sterling through the High Commissioner for India and recover the amount from the foreign employers. If, however, a foreign employer prefers to make his own arrangements to disburse the overseas pay in sterling and the employee agrees to it, the Government of India have no objection to the adoption of such a procedure; in that case, for the purpose of calculating contribution, the amount paid in sterling should be converted to rupees at the "current rate of exchange."

[G. I. F. D. letter No. F./221-C. S. R.-25, dated 19th Jan. 1926.]

(4) Where the pay during foreign service of an officer who is entitled to the passage concessions under Schedule IV to the Superior Civil Services (Revision of Pay and Pension) Rules, 1924, is fixed as the pay which he would receive from time to time in Government service with or without an addition thereto in the form of a percentage of such pay ^{and}/_{or} of a fixed sum, the foreign employer is liable to pay, in addition to the pay originally fixed and the sterling overseas pay or its equivalent in rupees, passage pay at the rate of Rs. 50 per mensem, with effect from the 1st April 1924.

The Passage Fund has been abolished with effect from the 1st April 1926 but foreign employers will continue to be liable to pay Rs. 50 per mensem in the case of officers referred to above as their share of the cost of free passages. * * * Where, however, no recovery has been made till now, recovery should be made only from the month in which intimation is made to the foreign employer.

The Governor General in Council has under separate consideration the revision of the rates of contribution payable on account of leave-salary, pension and passages of Government servants in foreign service and meanwhile he has decided that, in respect of officers other than those serving under Provincial Governments who are transferred to foreign service on and after the date receipt of this letter, a contribution for passages at the rate of Rs. 50 a month, payable during the whole tenure of an officer's service under the foreign employer, whether he is on leave or duty, should be levied in all cases in which the officer is eligible for the passage concession.

[G. I. F. D. letter No. F./18-VI-C. S. R.-26, dated 12th June 1926.]

Audit Instruction.—When any Government servant lent on foreign service conditions retires from British service without, at the same time, retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government so as to

give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.

[Para. 47 of Manual of Audit Instructions, Vol. I.]

F. R. 115. While a Government servant is in foreign service, contributions towards the cost of his pension must be paid to general revenues on his behalf. If the foreign service is in India contributions must be paid on account of the cost of leave-salary also. Such contributions shall be paid by the Government servant himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

NOTE 1.—Pensions, throughout this chapter, include bonus, if any, payable to a Government servant's credit in a provident fund.

NOTE 2.—In the case of Government servants lent to His Majesty's Government or to British colonies or protectorates, the contribution is payable by the employer, except in the case of Government servants lent to the War Office, whose contributions are paid in accordance with special arrangements with the War Office.

[For Administrative Instructions issued by the Governor General in Council regarding "**Procedure for Payment of Contribution**" see Part VI (a) of Appendix No. 3.]

Government of India's decision—

For the purposes of the rules communicated in Government of India, Finance Department, letter No. 479-C. S. R., dated the 15th April 1921, and in supersession of the rule in Article 774, Civil Service Regulations, the pension contributions recovered on behalf of an officer in foreign service will in all cases be credited to and the foreign service treated as service under the Government (Central or Provincial) under which he was permanently employed at the time of his transfer to foreign service.

This decision will apply to all foreign service rendered from and after the 24th October 1921, the pension contributions received in respect thereof being adjusted accordingly by the local Accountant General.

Foreign service rendered prior to the 24th October 1921 will perforce require to be treated as service under the Government which has already received the contributions, and the ultimate apportionment of pensionary charges in certain cases will be worked out accordingly under the rules promulgated with the letter under reference.

The principles enunciated above shall also apply to the contributions recovered towards the leave-salary of officers on foreign service in India. That is, all such contributions received in respect of foreign service rendered from and after the 24th October 1921 will be credited to the Government (Central or Provincial) under which the officers were permanently employed at the time of their transfer to foreign service and all those received in respect of foreign service rendered prior to that date will remain on the books of the Government which has already received them. The foreign service will thus be treated as service for leave under the Government which has received the contributions and such Government will bear its

share of leave-salary in accordance with the last paragraph of the rules promulgated with the letter under reference.

[G. I. F. D. No. 1255-E. B., dated 24th Oct. 1921, and No. 1316-C. S. R., dated 22nd Nov. 1922.]

Auditor General's decision.—In the case of officers transferred to foreign service prior to the introduction of the Fundamental Rules who remain under the foreign service rules in the Civil Service Regulations but have elected to come under the new (Fundamental) leave rules, the first four months of leave on average pay or such a longer period as may be admissible to these officers as privilege leave under the rules previously in force should, for the purposes of Articles 765 (b) and 779, Civil Service Regulations, be treated as corresponding to privilege leave.

[Ar. G.'s No. 1078-A.—352]-23, dated 29th Oct. 1923.]

F. R. 116. Contributions will be calculated on the pay drawn in foreign service. In return for the contributions the Governor General in Council or the Local Government, as the case may be, accepts the charge for the pension, and if the foreign service is in India the leave-salary, of the Government servant. In calculating leave-salary and pension, the pay drawn in foreign service, less such part of it as may be paid as contribution, will count as pay for the purpose of Rule 9 (2).

Government of India's orders.—As some doubt appears to exist regarding the pay on which the leave-salary and pension of an officer on foreign service, whose pay on foreign service exceeds the maximum limits prescribed for levy of contribution in Government of India, Finance Department, letter No. F.-81-C. S. R.-24, dated 4th August 1924 (*vide* entry below Fundamental Rule 117), it is explained that the maxima laid down in that letter do not affect the liability of Government to pay leave-salary and pension based on "pay drawn in foreign service, less such part of it as may be paid as contribution," as laid down in Fundamental Rule 116.

[G. I. F. D. letter No. F.-322-C. S. R.-25, dated 4th Nov. 1925.]

Auditor General's decisions—

(1) The orders in Government of India, Finance Department, Resolution No. 35-E. B., dated the 18th January 1922 (*vide* entry below Fundamental Rule 109) were not intended to place officers who were transferred to foreign service before 1st January 1922 and who have elected to come under the new leave rules, in a better position in the matter of leave salary than those transferred to foreign service subsequently. What was intended is that the principle of the rules in Fundamental Rule 116 should be applied to both cases of officers. The expression "their pay in foreign service" in clause (1) of the Resolution should therefore be taken as meaning "the pay drawn in foreign service less such part of it as may be paid as contribution."

In the case of officers who are exempted from the payment of contribution, leave-salary should be based on the actual pay in

foreign service without regard to contribution, which would have been paid but for the exemption.

[Ar. G.'s No. 617-A/186-22, dated 7th Sept. 1922.]

(2) Under Fundamental Rule 116, contribution is to be calculated on the pay actually drawn by the employee in foreign service excluding that part of it which represents contribution.

[Ar. G.'s No. 945-A/K. W. 66-22, dated 1st Sept. 1923.]

(3) In the case of officers transferred to foreign service prior to the introduction of the Fundamental Rules who remain under the foreign service rules in the Civil Service Regulations but have elected to come under the new (Fundamental) leave rules, leave-salary should be based on the actual pay in foreign service where the contribution is paid by the foreign employer in addition to the officer's pay.

[Ar. G.'s No. 975-A/352]-23, dated 17th Sept. 1923.]

F. R. 117. The rate of contributions payable on account of pension and leave-salary shall be such as the Governor General in Council may by general order prescribe.

Government of India's orders—

(1) For the Indian Civil Service, the Government of India are pleased to fix, under Fundamental Rule 117, the following rates of contribution:—

(i) For pension only—25 per cent. of pay actually drawn in foreign service.

(ii) For leave-salary and pension—40 per cent. of pay actually drawn in foreign service.

These rates will come into force with effect from the date of this letter and will be leviable in the case of all officers of the Indian Civil Service who are transferred to foreign service on or after the date of receipt of this letter.

The Government of India are further pleased to fix for the contributions of military officers in foreign employ the rates prescribed above for the Indian Civil Service. In the case of military officers, the rates are fixed provisionally as a temporary measure, pending the completion of certain calculations which are as yet unfinished.

Revised rates of contribution for other services are still under consideration. When they have been calculated, the Government of India propose to bring them into force with effect from the date of this letter. It is requested, therefore, that all foreign employers who apply for the services of Government servants after the date of receipt of this letter may be informed that they will be required to make good, with retrospective effect, the difference between the existing rates of contribution and the rates which may ultimately be fixed by the Government of India under Fundamental Rule 117.

[G. I. F. D. No. 64-E. B., dated 27th Jan. 1922.]

(2) The rates of contribution to be recovered in respect of officers transferred to foreign service on or after the 1st January 1922, and before the 27th idem will be those prescribed in Article 770, Civil Service Regulations.

[G. I. F. D. No. 80-E. B., dated 1st Feb. 1922.]

(3) The Governor General in Council has decided that in the case of officers transferred to foreign service *after* the date of this Resolution, to whom the Fundamental Rules do not apply, the rules regarding contributions for leave-salary and pension shall be the same as those applicable to Government servants whose employment on foreign service is governed by the Fundamental Rules. For the purpose of this Resolution, a transfer to foreign service includes an extension of the term of employment of an officer who is already on foreign service.

[G. I. F. D. Res. No. 323-C. S. R., dated 28th Feb. 1924.]

(4) In paragraph 4 of Government of India, Finance Department, letter No. 64-E. B., dated the 27th January 1922, it was stated that revised rates of contribution *for services other than the Indian Civil Service* were under consideration and, when calculated, will be brought into force with effect from the date of that letter. These calculations have now been made and the Government of India have fixed, under Fundamental Rule 117, the following rates of contributions for other services:—

	When leave-salary is paid by Government.	When leave-salary is paid by the Foreign Employer.
For officers of all-India Services (other than the Indian Civil Service) and corresponding Central Services.	30%	$\frac{3}{8}$ ths.
For other officers in Superior Service .	25%	$\frac{1}{2}$ th.

As stated in the letter referred to, these rates have effect from 27th January 1922.

* * * To mitigate the anomalies resulting from Rule 116 as it stands at present, which does not fix any maximum pay for the purpose of calculating these contributions, the Government of India have decided that contributions should be calculated on actual pay in foreign service subject to the following maxima:—

	Per month.
	Rs.
Indian Civil Service and Military Officers . . .	3,000
Officers of other All-India Services and Central Services .	2,500

[G. I. F. D. No. F. 81-C. S. R./24, dated 4th Aug. 1924.]

Audit Instruction.—The revised rates of foreign service contributions prescribed in paragraph 2 of Government of India, Finance Department, letter No. 64-E. B., dated the 27th January 1922,

apply also to officers who were transferred to foreign service prior to 27th January 1922 and the extension of whose service is sanctioned on or after that date, but in such cases they take effect from the date from which the extension commences.

[Para. 109 of Manual of Audit Instructions, Vol. II.]

F. R. 118. In addition to the contributions prescribed under Rule 117, subscribers to any of the following pension funds must pay to Government a contribution equal to one-fourth or one-sixth of the premium paid to the fund:—

- | | |
|---|-------------|
| (a) Bengal Uncovenanted Service Family Pension Fund | One-fourth. |
| (b) Bombay Uncovenanted Service Family Pension Fund— | |
| (i) Subscribers who joined the fund on or before the 12th November 1900 | One-fourth. |
| (ii) Those who joined after that date | One-sixth. |
| (c) Bengal and Madras Service Family Pension Fund | One-sixth. |

F. R. 119. Subject to any general orders of the Governor General in Council, a local Government sanctioning a transfer to foreign service may—

- (a) remit the contributions due in any specified case or class of cases, and
- (b) make rules prescribing the rate of interest, if any, to be levied on overdue contributions.

Government of India's orders.—The Government of India do not propose to issue any order under Rule 119 (a).

[G. I. F. D. No. 1360-E. B., dated 10th Dec. 1921.]

[*For rule made by the Governor General in Council, in his capacity as a local Government, under Fundamental Rule 119 (b), see Supplementary Rule 307.*]

F. R. 120. A Government servant in foreign service may not elect to withhold contributions and to forfeit the right to count as duty in Government service the time spent in foreign employ. The contribution paid on his behalf maintains his claim to pension, or to pension and leave-salary, as the case may be, in accordance with the rules of the service of which he is a member. Neither he nor the foreign employer has any right of property in a contribution paid, and no claim for refund can be entertained.

F. R. 121. A Government servant transferred to foreign service may not, without the sanction of the Local Government, accept a pension or gratuity from his foreign employer in respect of such service.

F. R. 122. A Government servant in foreign service in India may not be granted leave otherwise than in accordance with the rules

applicable to the service of which he is a member, and may not take leave or receive leave-salary from Government unless he actually quits duty and goes on leave.

[For Administrative Instructions issued by the Governor General in Council regarding "Leave and the Grant of Leave to Government servants in Foreign Service in India." See Part VI (2) of Appendix 3.]

F. R. 123. A Government servant in foreign service out of India may, unless special arrangements as to leave have been made on his behalf by the authority sanctioning his transfer, be granted leave by his employer on such conditions as the employer may determine. The leave-salary on such leave will be paid by the employer, and the leave will not be debited against the Government servant's leave account.

F. R. 124. A Government servant in foreign service, if appointed to officiate in a post in Government service, will draw pay calculated on the pay of the post in Government service on which he holds a lien and that of the post in which he officiates. His pay in foreign service will not be taken into account in fixing his pay.

F. R. 125. A Government servant reverts from foreign service to Government service on the date on which he takes charge of his post in Government service; provided that, if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the Local Government on whose establishment he is borne may decide.

F. R. 126. When a Government servant reverts from foreign service to Government service, his pay will cease to be paid by the foreign employer, and his contributions will be discontinued, with effect from the date of reversion.

F. R. 127. When an addition is made to a regular establishment on the condition that its cost, or a definite portion of its cost, shall be recovered from the persons for whose benefit the additional establishment is created, recoveries shall be made under the following rules:—

- (a) The amount to be recovered shall be the gross sanctioned cost of the service, or of the portion of the service, as the case may be, and shall not vary with the actual expenditure of any month.
- (b) The cost of the service shall include contributions at such rates as may be laid down under Rule 117, and the contributions shall be calculated on the sanctioned rates of pay of the members of the establishment.
- (c) A local Government may reduce the amount of recoveries or may entirely forego them.

Chapter XIII.—Service under Local Funds.

F. R. 128. Government servants paid from local funds which are administered by Government are subject to the provisions of Chapters I to XI of these rules.

Audit Instruction.—Employees of local funds administered by Government who are not paid from general revenues and are, therefore, not Government servants are subject to the provisions of Chapters I to XI of the Fundamental Rules.

[Para. 110 of Manual of Audit Instructions, Vol. II.]

F. R. 129. The transfer of Government servants to service under local funds which are not administered by Government will be regulated by the rules in Chapter XII.

F. R. 130. Persons transferred to Government service from a local fund which is not administered by Government will be treated as joining a first post under Government, and their previous service will not count as duty performed. A local Government may, however, allow previous service in such cases to count as duty performed on such terms as it thinks fit.

THE SCHEDULE.

(Fundamental Rule 75-A.)

Provisions for the determination of Domicile.

[Government of India, Finance Department, Resolution No. 1455-C. S. R., dated the 18th August 1923.]

1. A person can have only one domicile.
2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.
3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.
4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.
5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin.
(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile.

Explanation 1.—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin:

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband:

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following domicile of another person.

SUPPLEMENTARY RULES.

SUPPLEMENTARY RULES.

(Made by the Governor-General in Council under the Fundamental Rules.)

PART I.—GENERAL.

Division I.—Extent of Application.

S. R. 1. These rules may be called the Supplementary Rules. They apply to those Government servants only who are subject to the fundamental rules, whose pay is debitable to central revenues and who are not under the administrative control of a Governor in Council acting as the agent of the Governor-General in Council. Except where it is otherwise expressly stated in the rules, they apply to all Government servants fulfilling these conditions.

NOTE 1.—Government servants under the administrative control of the Governor General in Council, whether paid from Central or Provincial Revenues, will be governed by these rules.

NOTE 2.—The travelling allowance of Government servants subject to the Fundamental Rules who are under the administrative control of the Chief Commissioner, Coorg, though their pay is debitable to Central Revenues, are regulated under the Coorg Travelling Allowance Rules.

Secretary of State's order.—Vide entry below F. R. 8.

Division II.—Definitions.

S. R. 2. Unless there is something repugnant in the subject or context, the terms defined in this division are used in the rules in the sense here explained:—

- (1) *Actual travelling expenses* means the actual cost of transporting a Government servant with his servants and personal luggage, including charges for ferry and other tolls and for carriage of camp equipment if necessary. It does not include charges for hotels, travellers' bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachmen and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional servants.
- (2) *Apprentice* means a person deputed for training in a trade or business with a view to employment in Government service, who draws pay at monthly rates from Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.
- (3) *Audit Officer* means such Audit Officer as the Auditor General may by general or special order designate in each case.
- (4) *Camp equipage* means the apparatus for moving a camp.

(5) *Camp equipment* means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interests of the public service, for a Government servant to take with him on tour.

(6) *Competent authority*, in relation to the exercise of any power, means the Governor-General in Council or any authority to which the power is delegated by or under these rules.

[A list of authorities which exercise the powers of a competent authority under the various supplementary rules made by the Governor General in Council is given in Appendix No. 13.]

(7) *Day* means a calendar day, beginning and ending at midnight; but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

(8) *Family* means a Government servant's wife, legitimate children and step-children, residing with and wholly dependent upon him. Except in rules 109-A, 116 and 141-A, it includes in addition his parents, sisters and minor brothers, if residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules.

Government of India's decision.—The Government of India have decided that the term "child" or "children" used in S. R. 2 (8) and Rule I (b) of the rules relating to the Calcutta, Bombay and Rangoon House Allowance Schemes includes major sons and married daughters so long as they are residing with and wholly dependent on the parent (the Government servant).

[Ar. G.'s No. 1025-A/344-23, dated 2nd Oct. 1923.]

(9) *Finance Department* means the Finance Department of the Government of India.

(10) *Head of a department* means any authority which the Governor General in Council may by order declare to be the head of a department for the purposes of these rules.

[For a list of heads of departments, see Appendix No. 14.]

(11) *Hill Station* means any place which a competent authority may declare to be a hill station.

(12) *Holiday means—*

(a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881, and

(b) in relation to any particular office, a day on which such office is ordered, by notification of Government in the Gazette, to be closed for the transaction of Government business without reserve or qualification.

- (13) *Inferior service* means any kind of service which may be specially classed as such by order of the Governor General in Council and any other kind of service on pay not exceeding Rs. 10.
- (14) *Local Administration* means the local Government of any province other than a Governor's province or Burma.
- (15) *Probationer* means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.
- (16) *Public conveyance* means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

Accountant General's decision.—A “public conveyance” is one which runs on a regular route between various fixed points and charges a fixed amount. A taxi and such a service as the tongas in Delhi do not come under the definition of a “public conveyance.”

[A. G. P. T.'s letter No. Mis.-2342/C-3-23, dated 4th Sept. 1922.]

- (17) *Superior service* means any kind of service which is not inferior.
- (18) *Transfer* means the movement of a Government servant from one headquarter station in which he is employed to another such station, either
- (a) to take up the duties of a new post, or
 - (b) in consequence of a change of his headquarters.

Division III.—Medical certificates of fitness on first entry into Government service.

(Rules made by the Governor General in Council under Fundamental Rule 10.)

S. R. 3. A medical certificate of fitness for Government service shall be in the following form:—

“I hereby certify that I have examined A. B., a candidate for employment in the _____ Department, and cannot discover that _____ has any disease, constitutional weakness or bodily infirmity, except _____. I do not consider this a disqualification for employment in the office of _____. A. B.'s age is, _____ years, and by appearance about _____ years.”

Government of India's orders.—When a candidate for appointment in a non-gazetted post is sent for medical examination the examining Medical Officer or Board should be asked to obtain on the medical certificate the thumb and finger impressions of the candidate. These last impressions should afterwards be verified by the head of the office with those in the Service Book.*

[G. I. C. I. D. No. 5463-183, dated 5th Jan. 1909, Note 2, below para. 26 of Telegraph Manual, Vol. I, 1916.]

S. R. 4. Such a certificate shall be signed by a commissioned medical officer of Government, or by a medical officer in charge of a civil station, or, in the case of a candidate for employment on a State railway, by a medical officer of the railway; provided that—

- (1) in the case of a female candidate, a competent authority may accept a certificate signed by any female medical practitioner, and
- (2) in the case of a candidate for appointment to a post on pay not exceeding fifty rupees, the appointing authority may accept a certificate signed by any officer, irrespective of his medical qualifications.

Director General's Instructions.—Every person who is required to furnish a health certificate must also submit a certificate, signed by himself, of his nationality, *i.e.*, whether he is a European, Anglo-Indian, Asiatic, etc., and whether he is a "Native of India" or not. Certificates of nationality are necessary only when the submission of health certificate is prescribed. The certificate of nationality and the date of birth must be endorsed on the back of the health certificate, which should be submitted to the Audit Office, attached to the salary bill in which the officer's first pay is drawn.

[Rule 468 of P. O. Manual, Vol. II, 1916, Rule 795 of P. O. Manual, Vol. IV (1911) and para. 27 of Telegraph Manual, Vol. I (1916).]

S. R. 4A. The following classes of Government servants are exempted from producing a medical certificate of health:—

- (1) A Government servant appointed by the Secretary of State or the High Commissioner for India.
- (2) A qualified student of the Thomason College, Roorkee, permanently appointed to the Public Works Department within 18 months from the date of the health certificate granted to him on the completion of the College course.
- (3) A Government servant whose service is classed as inferior.

NOTE 1.—The production of a medical certificate is necessary in the case of a Government servant promoted from non-qualifying service paid from a local fund to a post in superior Government service.

NOTE 2.—No medical certificate is necessary upon a Government servant being promoted from inferior to superior service, even though while in inferior service he may have been paid from a local fund.

Director General's Instructions.—

(1) Candidates for employment in the signalling establishment are required to produce health certificates before they are admitted as probationers; a certificate obtained in this way will be accepted in audit as satisfying the requirements of F. R. 10 on the subsequent appointment of the candidate to a permanent post in the Department.

(2) A health certificate is also required in the case of a person who is re-employed after resignation or forfeiture of past service.

[Notes 1 and 4, below Para. 26 of Telegraph Manual, Vol. I (1916).]

PART I-A.—PAY.**Division III-A.—Officiating Pay.**

(Rule made by the Governor General in Council under Fundamental Rule 2 and with reference to Fundamental Rule 35.)

S. R. 4B. A Clergyman appointed under the orders of the Government to perform the duties of a Chaplain on the regular establishment is entitled to a pay of Rs. 125 a month.

PART II.—ADDITIONS TO PAY.**Division IV.—Drawing of compensatory allowances.**

(Rules made by the Governor General in Council under Fundamental Rules 44 and 93.)

S. R. 5. Subject, in respect of house-rent allowance, to the provisions of rules 7 and 8 a compensatory allowance attached to a post will be drawn in full by the Government servant performing the duties of that post. (General rule)

S. R. 6. A compensatory allowance other than a house-rent allowance may be drawn up to a maximum period of four months by a Government servant who takes leave on average pay from the post to which the allowance is attached or is transferred therefrom for not more than four months to another post, as well as by the Government servant performing the duties of the post to which the allowance is attached; provided that— (Drawal during leave or temporary transfer :— allowances other than house-rent allowances.)

- (1) the authority sanctioning the leave or transfer, as the case may be, certifies that the Government servant is likely to return, on the expiry of his leave or his temporary duty, to the post to which the allowance is attached or to another post carrying a similar allowance; and
- (2) the Government servant certifies that he continues to incur the whole or a considerable part of the expense to meet which the allowance was granted. In the latter case, it is left to the discretion of the authority sanctioning the leave or the transfer as the case may be to decide whether and by how much the allowance should be reduced.

Government of India's decision—

The Government of India, with the concurrence of the Auditor General, have decided that the following principles should be observed in sanctioning the drawal of compensatory allowance by an officer on leave in accordance with Supplementary Rule 6 :—

- (1) that in regard to the certificate required under clause (1) of that rule, the certifying authority (though he may write the certificate at any time) should certify that when the officer went on leave he had an expectation to return to the post from which he took leave and to which the compensatory allowance is attached;
- (2) that in regard to the certificate required under clause (2) of that rule the authority sanctioning the leave should look into the reasons for which the compensatory allowance is attached to the post from which the officer takes leave and only permit him to draw that allowance during his leave if he (sanctioning authority) is satisfied that the

expenditure to cover which the allowance is granted is actually incurred by the officer during his leave.

[F. A. P. T. No. 18-P. T., dated Aug. 1923.]

Audit Instructions—

(1) Under Supplementary Rules 6 and 7 the maximum period during which a Government servant can draw compensatory allowances while on leave is four months (or six months in the case of leave admissible under the special concession referred to in Note 1 to Fundamental Rule 89). The length of the total period of leave is irrelevant but these allowances cannot be drawn during any period of leave which is not leave on average pay. A Government servant can draw such allowances while on transfer to another post only if the period of transfer does not exceed four months.

In regard to the certificate required under clause (1) of Rule 6, the certifying authority (though he may write the certificate at any time) should certify that when the officer went on leave or on temporary duty, he had an expectation to return to the post from which he took leave or was transferred and to which the compensatory allowances were attached.

As regards the certificate of the Government servant (*vide* clause (2) under Rule 6) that he actually incurred the expenditure, the Audit Officer is entitled to call for particulars and disallow the claim, if he is not satisfied with the details given.

[Para. 111 of Manual of Audit Instructions, Vol. II.]

(2) The drawing during leave of the compensatory and house rent allowances sanctioned in the Government of India, Finance Department Resolution No. D-5067/C. S. R., dated 10th October 1924 should be regulated by Supplementary Rules 6 and 7 respectively.

[Part VI of A. I. Cir. No. 25, dated 13th May 1925.]

Accountant General's Instructions—

(1) At the time the officer proceeds on leave or on transfer, he should have reasonable expectation of returning to the post to which the allowance is attached, or to another post carrying a similar allowance. The only person who can give the necessary certificate is the person in whose hands rests the appointment and transfer of the officer concerned. The certificate should bear reference to the officer's expectation at the time he proceeds on leave or is transferred and therefore subsequent events or circumstances should not be taken into account. Preferably this certificate should, if possible, be given when the officer proceeds on leave or is transferred, and it would be convenient if it were attached as part of the order sanctioning the leave or transfer. There is no audit objection to a certificate bearing a later date provided it gives evidence of the reasonable expectation of the officer at the time of his leaving the station.

(2) The fact of an officer's actual return or non-return to his old post is only valuable as evidence of his expectation at the time he left the place but is not conclusive on the point and the claim should not be admitted or disallowed merely on that basis.

(The instructions have been approved by the Auditor General).

[A. G. P. T. No. Mis.-2042/C-241, dated 25th Sept. 1923.]

S. R. 7. A house-rent allowance may be drawn by a Government servant on leave or transfer in the circumstances specified in rule 6; provided that he certifies that his previous rate of expenditure for a house continues during his absence and that he places his house, free of rent, at the disposal of the Government servant, if any, who officiates in his post. The officiating Government servant cannot in such case draw the house-rent allowance attached to the post. If, however, the officiating Government servant, for a reason which a competent authority considers to be sufficient, refuses the accommodation placed at his disposal, he, and not the absent Government servant, will draw the allowance.

Drawal during leave or temporary transfer :— house-rent allowance.

NOTE 1.—This rule does not apply to any Government servant admitted to the benefits of the Calcutta, Bombay or Rangoon House Allowance Scheme, in so far as it is inconsistent with the rules governing the scheme.

NOTE 2.—This rule does not apply when leave is granted to members of the Signalling establishment, Deputy Superintendents and members of the second division, Superior Traffic Branch and members of the corresponding Engineering Branch of the Indian Post and Telegraph Department for whom the grant of house-rent allowances during leave on average pay up to a maximum period of four months, shall be regulated by the following principles :—

- (1) The Head of the office will decide in each case who shall draw the allowances, the only requirement being that no extra expenditure shall be caused to Government.
- (2) The absentee will draw the full allowance, when, in the chain of officiating arrangements, no house allowance is given to any Government servant in respect of his officiating pay provided that the whole or a considerable part of the expense on house accommodation continues during leave. In the latter case, it is left to the discretion of the authority sanctioning the leave to decide whether and by how much the allowance should be reduced.
- (3) The absentee will draw nothing if the whole of his allowance is absorbed in the house allowances granted, in the chain of arrangements to officiating Government servants in respect of their officiating pay.
- (4) The absentee will draw the difference between his allowance and the amount of it absorbed in the grant of house-rent allowances in the chain of arrangements to officiating Government servants in respect of their officiating pay.
- (5) The absentee will draw nothing if he is on leave preparatory to retirement.

NOTE 3.—A Telegraph Master or a Telegraphist; an Engineering or an Electrical Supervisor; a Deputy Superintendent Traffic or an Officer of the Second Division of the Superior Traffic Branch, and a Deputy Assistant or an Assistant Engineer or Electrician who takes leave on average pay and desires to continue in occupation of the quarters allotted to him while on duty but is required to vacate them may be permitted to draw compensation in lieu thereof, provided the Government is not put to extra expense by the concession.

Director General's Instructions—

(1) The grant of house-rent allowance, at places where it is sanctioned, to the Task-work peons or other inferior servants when absent on leave on average pay should be regulated with reference to S. R. 7.

[D. G. P. T. No. G. K.-24, dated 12th July 1922.]

(2) Under Note 2 below S. R. 7, two conditions must be satisfied, viz. (i) there should be no extra expense to Government, and (ii) the absentee should continue to incur the whole or a considerable part of the expenditure on house accommodation during leave. As it is necessary for the Audit Office to satisfy itself that the conditions mentioned above are fulfilled before passing any house-rent allowance to an officer on privilege leave or leave on average pay up to a maximum of four months, the following procedure is laid down for observance:—

(a) In the case of non-gazetted officials the following certificate should be given in the establishment pay bill:

“Certified that no extra cost has been incurred on account of grant of house-rent allowance to ^{Tel. & Masters} ^{Engineering and} ^{Telegraphists} ^{Electrical Supervisor} on privilege leave or leave on average pay for whom house-rent allowance has been drawn in this bill and that they continued to incur the whole or a considerable part of the expense on house accommodation during leave.”

If in any case it is intended that the house-rent allowance should be reduced under clause (2) of Note 2 below S. R. 7, separate orders should be issued by the authority sanctioning the leave for the information of the Audit Office.

(b) With regard to gazetted officers the officiating arrangements are not always confined to one circle and are made partly by the Director General and partly by the Head of the circle and involve officiating promotions of gazetted and non-gazetted officers in one chain. As in their cases it is not possible for the Head of the Office to give a correct certificate, the Head of the Circle should furnish the Audit office concerned with a certificate showing the available balance of house-rent allowance and the details of acting arrangements made in place of the absentee. In addition to this a certificate from the officer himself to the effect that he continued to incur the whole or a considerable expense on house accommodation during leave should be furnished with the bill in which the allowance is drawn. If it is intended to reduce the house-rent allowance in any case of leave sanctioned by the Head of the Circle or the Director General, intimation should be sent to the Audit Officer.

[D. G. P. T.'s G. O. No. 6 (Tel. Traffic) 24 (Tel. Engineering) dated 22nd Dec. 1923.]

S. R. 7A. A Government servant on joining time under Fundamental Rule 105 (a), if he is entitled to tentage while holding his old post and tentage is also attached to his new post, may draw tentage during joining time at the lower of the two rates. If the Government servant in his old post drew a compensatory allowance granted on account of special expensiveness of living, and the transfer is to another post carrying a similar allowance, he may draw the compensatory allowance during joining time. Provided that if the rates differ in the two posts he may draw the lower rate only.

S. R. 8. A Government servant of the Persian Section of the Indo-European Telegraph Department may draw house-rent allowance on the conditions specified in rule 7 for a period of one month after his permanent transfer to another station.

Division V.—Honoraria.

(Rules made by the Governor General in Council under Fundamental Rule 47.)

S. R. 9. Subject to the conditions prescribed in rules 10 to 16, General rule. a competent authority may sanction the grant of an honorarium from general revenues to a Government servant under its administrative control or the acceptance by such a Government servant of an honorarium or a fee from a source other than general revenues. No Government servant may accept an honorarium or fee without such sanction.

S. R. 10. The amount of an honorarium or fee must be fixed with Amount. due regard to the value of the service in return for which it is given.

S. R. 11. When the service rendered falls within the scope of Conditions of sanction. the ordinary duties of the Government servant performing it, the test of exceptional merit prescribed in fundamental rule 46 must be very strictly applied.

S. R. 12. Sanction must not be given to the acceptance of an honorarium or fee from a source other than general revenues unless the work for which it is offered has been undertaken with the knowledge and sanction of a competent authority, who must certify that its performance will involve no detriment to the official duties of the Government servant performing it.

S. R. 13. When an honorarium or fee is paid from a source other than general revenues for work done by a Government servant during time which would otherwise be spent in the performance of official duties, the honorarium or fee must be credited to general revenues; provided that a competent authority may, for special reasons which should be recorded, direct that the whole or any part of it may be paid to the Government servant.

S. R. 14. When a Government servant of an educational service Limits of sanction in case of tuition fees. is permitted to receive fees for private tuition, the financial limits of the powers of sanction accorded to a competent authority shall be considered to apply to the total amount of fees to be accepted by

such Government servant during any particular scholastic term or vacation.

Action as
arbitrator.

S. R. 15. No Government servant may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any judicial or executive post which he may be holding.

Expert
evidence.

S. R. 16. A Government servant called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

Division VI.—Travelling allowances.

(Rules made by the Governor General in Council under Fundamental Rule 44.)

CHAPTER I.—GRADES OF GOVERNMENT SERVANTS.

Section I.—Distribution into grades.

General rule. **S. R. 17.** For the purpose of calculating travelling allowance, Government servants are divided into four grades as follows:—

- (a) The first grade includes officers of the services included in the accompanying schedule and all other officers of Government in receipt of actual pay exceeding Rs. 750.

The Schedule.

- (1) Indian Civil Service.
- (2) Indian Police Service.
- (3) Imperial Forest Service and Imperial Technical Assistants at the Forest Research Institute and College, Dehra Dun.
- (4) Indian Educational Service.
- (5) Indian Agricultural Service, the Physical Chemist, the Assistant to the Imperial Dairy Expert, the Sugarcane Expert, the Second Cane-breeding Officer, and the Agronomist.
- (6) Indian Service of Engineers (Public Works and State Railway Branches).
- (7) The Indian Veterinary Service.
- (8) Indian Medical Service.
- (9) Imperial Customs Service.
- (10) Indian Audit and Accounts Service (Civil and Military).
- (11) Superintendents and Class I of the Survey of India Department.
- (12) The Superior Staff of the Geological Survey of India Department.

- (13) The Superior Telegraph Branch of the Post and Telegraph Department.
- (14) The Superior Revenue Establishment of State Railways.
- (15) The Superior Staff of the Mint and Assay Departments.
- (16) The Archæological Department.
- (17) The Zoological Survey of India.
- (18) Indian Forest Engineering Service.
- (19) Chaplains.
- (20) Officers holding the King's Commission whose travelling allowance is regulated under civil rules.
- (21) Indian Meteorological Service.
- (22) The Superior Gazetted Staff of the Indian Stores Department.
- (23) The Political Department of India.

[Entry (13) of the Schedule refers to officers of the Superior Engineering Branch (now termed 1st Division). A. G. P. T. Endt. No. Mis.-3077/F.-90-II., dated 15th Jan. 1924.]

- (b) The second grade includes all Government servants in receipt of actual pay exceeding Rs. 200 but not exceeding Rs. 750.
- (c) The third grade includes all other Government servants in superior service, except police constables and forest guards.
- (d) The fourth grade includes police constables, forest guards and all Government servants in inferior service.

Government of India's decisions—

(1) The revised rules promulgated with the Finance Department Resolution No. 854-C. S. R., dated the 29th May 1923 apply not only to Government servants who are subject to the Fundamental Rules but to all whose travelling allowances are regulated under civil rules.

[G. I. F. D. No. 1169-C. S. R., dated 10th July 1923.]

(2) The expression "actual pay" in Supplementary Rule 17 includes all emoluments drawn under Fundamental Rule 9 (21) (a) (i), (ii) and (iii).

[G. I. F. D. No. 1213-C. S. R., dated 18th July 1923.]

(3) The travelling allowance of an officer, who is promoted or reverted with retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified except when the notification implies a change of duties. In the case of all bills audited before the notification appears, the Audit Office should be guided by the facts known officially at the time, but in the case of travelling allowance bills not presented or audited before the promotion is gazetted there is

no objection to the Audit Officer recognising the retrospective effect of the notification.

[G. I., F. D., No. 968-E. B., dated 19th July 1915, and D. G. Cir. Tr. No. 13, dated 1st Sept. 1915.—*Vide* page 101 of P. & T. Supplement to C. S. R.]

(4) The Government of India have decided that for purposes of travelling allowance the classification of an officiating Government servant who has no substantive appointment under Government should be regulated by his pay.

[Ar. G.'s No. 655-A/143-23, dated 19th May 1923.]

[The words "his pay" should be taken to mean "pay, other than special pay or pay granted in view of the officiating incumbent's personal qualifications, which he draws in the post held by him in an officiating capacity." That is, it should be taken to mean the pay as defined in Fundamental Rule 9 (21) (a) (i) and to include nothing of Fundamental Rule 9 (21) (a) (ii) and (iii).]

[A. G. P. T. No. Mis.-758/F.-90 (a), dated 4th June 1923.]

(5) When an officer who has a substantive appointment officiates in another appointment, his officiating appointment alone is taken into account in determining the rates of travelling allowance admissible to him.

[G. I. F. D. No. 7279 dated 24th Dec. 1885-Bombay—*vide* page 101 of P. & T. Supplement to C. S. R.]

Audit Instruction.—See Audit Instruction (1) below F. R. 44.

Special
concessions.

S. R. 18. A competent authority may, for reasons which should be recorded, order that any Government servant or class of Government servants shall be included in a grade higher or lower than that prescribed in rule 17.

[*For a list of officers who have been specially classed as officers of the first or second grade, see Appendix No. 15.*]

Government of India's order.—Extra-Departmental Agents of Post Offices should be classed as officers of the 3rd grade for the purpose of travelling allowance rules.

[G. I. I. L. D. No. 7-P. T., dated 3rd Dec. 1925.]

Government
servants in
transit from
one post to
another.

S. R. 19. A Government servant in transit from one post to another ranks in the grade to which the lower of the two posts would entitle him. *

Part-time
Government
servants, etc.

S. R. 20. A Government servant whose whole time is not retained for the public service, or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may, with due regard to the Government servant's status, declare.

CHAPTER II.—THE DIFFERENT KINDS OF TRAVELLING ALLOWANCE.

Section II.—General.

General rule.

S. R. 21. The following are the different kinds of travelling allowances which may be drawn in different circumstances by Government servants:—

(a) Permanent travelling allowance.

(b) Conveyance or horse allowance.

(c) Mileage allowance.

(d) Daily allowance.

(e) The actual cost of travelling.

The rules in this chapter explain the nature of these allowances and the method of calculating them. The circumstances in which they may be drawn for particular journeys are described in Chapters III to V.

Director General's Instructions.—Military Telegraphists employed as Engineering Supervisors may draw travelling allowances at the rates which would be admissible if the civil rules are applied to them.

[Para. 374 of Telegraph Manual, Vol. II (1916).]

Section III.—Permanent travelling allowance.

S. R. 22. A permanent monthly travelling allowance may be granted by a competent authority to any Government servant whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the Government servant's sphere of duty and is drawn all the year round, whether the Government servant is absent from his headquarters or not.

[For a list of permanent monthly travelling allowances, see Appendix 16.]

Accountant General's decision.—No certificate need be insisted on by audit in the case of conveyance allowance drawn by a mail overseer as it would appear from item 22 of Appendix 30, C. S. R., that the allowance is really permanent travelling allowance and not strictly speaking conveyance allowance.

[A. G. P. T. No. Mis.-1788/C.-130, dated 22nd Nov. 1924.]

S. R. 23. A permanent travelling allowance cannot be drawn during joining time or, unless in any case it be otherwise expressly provided in these rules, during any period for which travelling allowance of any other kind is drawn. Its drawal during leave is governed by rule 6.

S. R. 24. When a Government servant holds, either substantively or in an officiating capacity, two or more posts to each of which a permanent travelling allowance is attached, he may be granted such permanent travelling allowance, not exceeding the total of all the allowances, as a competent authority may consider to be necessary in order to cover the travelling expenses which he has to incur.

Section IV.—Conveyance and horse allowance.

S. R. 25. A competent authority may grant, on such conditions as it thinks fit to impose, a monthly conveyance or horse allowance to any Government servant who is required to travel extensively at

or within a short distance from his headquarters under conditions which do not render him eligible for daily allowance.

[For a list of conveyance allowances, see Appendix 17.]

When drawn:

S. R. 26. Except as otherwise provided in these rules and unless the authority sanctioning it otherwise direct, a conveyance or horse allowance is drawn all the year round, is not forfeited during absence from headquarters and may be drawn in addition to any other travelling allowance admissible under these rules; provided that a Government servant, who is in receipt of a conveyance allowance specifically granted for the up-keep of a motor-car or motor-cycle, shall not draw mileage or daily allowance for a journey by the motor-car or motor-cycle except on such conditions as the authority which sanctions the conveyance allowance may prescribe.

During leave and joining time.

S. R. 27. A conveyance or horse allowance may not be drawn during joining time. Its drawal during leave is governed by rule 6.

Railway subordinates.

S. R. 28. An Agent of a State Railway may grant a conveyance or horse allowance to a subordinate on an open line of railway in cases where the use of a trolley is, in his opinion, a source of danger or inconvenience, whether with reference to the physical features of the line or to the passage of public trains. The allowance, which should not exceed Rs. 50 for a Government servant who ranks with upper subordinates and Rs. 30 for a Government servant who ranks with lower subordinates, should be given on condition that the Government servant shall on no account be allowed the use of a trolley on the length of railway in question and shall draw no other travelling allowance while in receipt of the conveyance or horse allowance.

Section V.—Mileage allowance.

Sub-section (i).—General.

Definition.

S. R. 29. A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

Principles of calculation.

S. R. 30. (a) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.

(c) If a Government servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

S. R. 31. A competent authority may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route. Special concessions.

Government of India's Orders—

(1) The Governor General in Council is pleased to accord general permission, under Supplementary Rule 31, to officers paid from Central Revenues who are not serving under agency conditions, to use the land route when required to travel between Bombay and Karachi during the monsoon as the land route then is more convenient. This concession will be admissible every year from the 1st June to the 8th October which is generally considered as the monsoon period.

[G. I. F. D. Res. No. 2283-C. S. R., dated 20th Dec. 1923.]

(2) When road mileage is claimed for a journey performed by motor car between places connected by railway, the Local Government should decide whether the full rate of travelling allowance should be passed in such a case, or whether it should be limited to what would have been admissible had the officer travelled by rail in the ordinary way. The principle which should be followed in deciding such questions is whether any public interest was served by the road journey which would not have been served had the officer travelled by rail, such as the saving of public time, or inspection work *en route*, etc.

[G. I. F. D. No. 7278-P., dated 9th Dec. 1907.]

Auditor General's decision.—The question was referred to the Auditor General whether the Director General, Posts and Telegraphs, still exercise the powers given to him by the Government of India, Finance Department, No. 7278-P., dated 9th December 1907, to grant the full rate of travelling allowance for journeys performed by motor car between stations connected by railway. It was decided by the Auditor General that under S. R. 31 read with serial No. 13 of Appendix 13 and item 30 of Government of India, Finance Department, Resolution No. 336-C. S. R., dated 25th April 1922 (Appendix 14), the Director General, Posts and Telegraphs, as Head of a Department, has full power to allow mileage in cases of journeys by motor car between places connected by Railway provided the selection of such a route is in the interests of Government.

[Ar. G.'s letter No. 437-Code/K. W.-122, Reforms-21, dated 7th May 1923.]

Director General's Instructions.—The issue of Director General's formal sanction is necessary for road mileage drawn for journeys by motor car between places connected by railway. In all cases in which such journeys have to be undertaken, brief particulars of the public service on account of which the charge has been unavoidably incurred should be given in the travelling allowance bills before they are submitted to the Director General for countersignature.

¹ [D. G. P. T. No. 28-B., dated 18th Aug. 1923.]

Accountant General's decision.—In cases of the kind referred to in the Director General's instructions above where the countersigning officer is also the officer whose special sanction is necessary for a particular item included in the travelling allowance bill, the Audit officer may accept countersignature as equivalent to the special sanction provided some brief particulars of the public service on account of which the charge has been unavoidably incurred are given in the travelling allowance bill.

[A. G. P. T.'s No. Mis.-1298/Sec.-236, dated 14th July 1923.]

Point of
commence-
ment and
end of
journey.

S. R. 32. The point in any station at which a journey is held to commence or end is the chief public office or such other point as may be fixed for the purpose by a competent authority.

Government of India's order.—For the purposes of the above rule, the office of the Postmaster General in the headquarters station of any Circle should be considered the chief public office for all officers, both Postal, Railway Mail Service and Telegraph, working in the building, without any restriction as regards minimum distance.

[G. I. F. D. No. 777-E. B., dated 28th June 1916, page 96 of Posts and Telegraphs Supplement to C. S. R.]

Different
rates for
different
classes of
journey.

S. R. 33. Mileage allowance is differently calculated, as shown in the following rules, according as the journey is, or could be, made by railway, by sea or river steamer or by road.

Sub-section (ii).—Mileage allowances for journeys by railway.

Classes of
accommoda-
tion for
which Gov-
ernment
servants are
considered to
be eligible.

S. R. 34. For the purpose of calculating mileage allowance, Government servants when travelling by railway are considered to be entitled to class accommodation according to the following scale :—

- (a) *A Government servant of the first grade.*—Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.
- (b) *A Government servant of the second grade.*—Second or, if the line by which he travels provides no second class accommodation on any train, highest class.
- (c) *A Government servant of the third grade.*—
 - (i) If travelling on the Darjeeling-Himalayan Railway except the Siliguri-Kissenganj extension; third class.
 - (ii) If travelling on any other railway which provides no intermediate class accommodation on any of the trains which stop at the stations to and from which he is travelling, including the Siliguri-Kissenganj extension :—
 - (1) where there are two classes only, lower class, and
 - (2) where there are three classes, second class, if his pay is not less than Rs. 100 and third class if it is less than Rs. 100.

- (iii) If travelling on any railway which provides intermediate class accommodation on trains which stop at the stations to and from which he is travelling: intermediate class.

(d) *A Government servant of the fourth grade.*—The lowest class, whether it be called lower, third or fourth.

Director General's Instructions.—British soldiers proceeding to join the Telegraph service for employment are entitled to second class accommodation.

[Para. 376 of Telegraph Manual, Vol. II (1916).]

S. R. 35. A competent authority may, for special reasons which should be recorded, declare any particular Government servant or class of Government servants to be entitled to accommodation of a higher class than that prescribed for his grade in clause (b), (c) or (d) of rule 34. Special concessions.

S. R. 36. Except in the case of journeys on transfer (the rules about which are contained in Section XI) and journeys of Government servants required to accompany the headquarters of the Government of India (which are governed by the Simla Allowances Code), the mileage allowance admissible to a Government servant of the first, second or third grade is $1\frac{3}{4}$ the fare of the class in which he is entitled to accommodation. The mileage allowance admissible to a Government servant of the fourth grade is the fare of the lowest class except for journeys under the Simla Allowances Code. Rate of mileage allowance.

Auditor General's decision.—It has been decided by the Auditor General that a terminal tax which is included in the railway or steamer fare, e.g., the terminal tax of half-anna levied by the East Indian Railway on passengers travelling to and from Howrah, forms part of the railway or steamer fare and should be allowed as such on all travelling allowance claims and that when such a tax is not included in railway or steamer fare, e.g., Rangoon terminal tax of Rs. 2 levied on all persons leaving Burma by sea, but collected separately, it does not form part of railway or steamer fare and should not be allowed as forming any part of travelling allowance.

[A. G. P. T. No. Mis.-3226/T.-139, dated 29th Jan. 1924.]

Accountant General's decision.—To save time in calculating $1\frac{3}{4}$ fares on each item in a travelling allowance bill relating to a railway or steamer journey, single fares should be shown in the bill (in the requisite column) and at the end $\frac{3}{4}$ ths of railway or steamer fares added.

[A. G. P. T. No. Mis.-996/F.-90-II, dated 21st July 1923.]

S. R. 37. If a Government servant of the second or third grade actually travels by a train which does not provide the class of accommodation to which he is entitled under rule 34, he may be allowed to draw the mileage allowance of the next higher class, provided that the controlling officer attaches to his travelling allowance bill a certificate that it was necessary in the public interest that he Where the class to which the Government servant is entitled is not provided on the train.

should travel by that train. This concession does not apply to a Government servant of the third grade whose pay is less than Rs. 100 and who travels on a line which provides intermediate class accommodation on one or more of its trains but not on the particular train on which he travels, if there be third class accommodation on that train. Such a Government servant is restricted to mileage allowance calculated for intermediate class accommodation.

Through
booking.

S. R. 38. When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the Government servant concerned is entitled, the Government servant may draw mileage allowance based on the higher rates for that part of the journey.

Audit Instruction.—This rule which reproduces the substance of Note 3 to Article 1011 of the Civil Service Regulations, should not be interpreted as limiting the concession of through booking to cases in which re-booking at the junction stations would cause inconvenience to the Government servant. The rule should be applied literally.

[Part X of A. I. Cir. No. 27, dated 31st Aug. 1925.]

Special rates.

S. R. 39. A special rate of mileage allowance is fixed by rule 84 for certain Government servants of the State Railway and Telegraph Departments when travelling on an unopened line of railway by trolley, material train or engine.

***Sub-section (iii).**—Mileage allowance for journeys by sea or by river steamer.

Classes of
accommoda-
tion to which
Government
servants are
considered to
be entitled.

S. R. 40. For the purpose of calculating mileage allowance, Government servants are considered to be entitled to class accommodation according to the following scale:—

- (a) *A Government servant of the first grade.*—Highest class;
- (b) *A Government servant of the second grade.*—If there be two classes only on the steamer, the higher class; and if there be more than two classes, middle or second class.
- (c) *A Government servant of the third grade.*—If there be two classes only on the steamer, the lower class; if there be three classes, middle or second class; if there be four classes, third class:

Provided that a competent authority may direct that any Government servant whose pay does not exceed Rs. 30 is

* The rules in this sub-section are intended to govern only journeys within the limits of "Indian Waters" and should be applied in audit accordingly. They should not, for instance, be applied in the case of an officer proceeding from India to England as the cost of a free passage should be the fare of a single ticket. (The term "Indian Waters" is intended to cover journeys to and from Indian ports and beyond sea-stations administered by the Government of India, viz., Aden, the Andamans and Burma, in accordance with the definition of the term in the Army Regulations, India, Vol. X (Passage).)

[A. G.'s No. 380-A./185-22, dated 10th March 1923 and No. 175-A./57-24, dated 22nd Feb. 1924.]

entitled, for journeys generally or for particular journeys, to accommodation in the lowest class only.

(d) *A Government servant of the fourth grade.*—Lowest class.

Director General's Instructions.—When a passage by sea is provided departmentally under the Director General's orders, the accommodation for Military Telegraphists not holding the rank of Non-Commissioned Officers will be regulated in accordance with Army Regulations, India, Volume X. *viz.*:—Dock passage, when proper awnings are supplied and when between-deck accommodation cannot be provided, is considered sufficient for details of British and Indian soldiers in health proceeding on short voyages to Madras, Burma, Karachi, Vingorla, Beypore and other adjacent ports, on such vessels as guarantee shelter between-decks, or its equivalent on deck, in case of bad weather. Second class accommodation should not be provided for soldiers unless in rare and exceptional circumstances; the local authorities at the port of embarkation must use their discretion in deciding on the class of accommodation to be provided, each case being considered by them on its own merits with special reference to the strength of the troops and other attending circumstances.

[Para. 378 of Telegraph Manual, Vol. II (1916).]

S. R. 41. Except in the case of journeys on transfer (the rules about which are contained in Section XI), the mileage allowance admissible to a Government servant of the first, second or third grade is $\frac{1}{2}$ of the fare at the lowest rate of the class in which he is entitled to accommodation. The mileage allowance admissible to a Government servant of the fourth grade is the fare of the lowest class. Rates of mileage allowance.

In cases where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word 'fare' in this rule should be held to mean fare exclusive of diet.

Government of India's Ruling.—The fare charged by the steamer company, *minus* the rebate allowed to the Indian passengers who do not partake of the food supplied by the company represents the fare without diet which is admissible to both Indian and Non-Indian passengers alike. The fact that Non-Indians do not obtain this rebate does not affect the question. (The ruling has been accepted by the Government of India, Finance Department.)

[A. G. P. T. No. Mis-325/J-1-II, dated 25th July 1924.]

S. R. 42. In cases of doubt or in which, owing to the arrangement of classes on a steamer, the provisions of rule 40 if strictly construed involve hardship, a competent authority may decide, for journeys generally or for particular journeys, to what class of accommodation a Government servant is entitled; and whether, if a concession is sanctioned, he should be granted the full allowance admissible for the higher class in which he is permitted to travel. Special concessions.

Crossing a river or arm of the sea.

S. R. 43. The rules in this sub-section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.

Travelling by Government steamer.

S. R. 44. If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under rule 180 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

Sub-section (iv).—Mileage allowance for journeys by road.

Definition of travelling by road.

S. R. 45. For the purpose of these rules, travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal.

Ordinary mileage rates.

S. R. 46. (a) For journeys by road, mileage allowance is calculated at the following rates for each mile travelled :—

- A Government servant of the first grade—8 annas;*
- A Government servant of the second grade—4 annas;*
- A Government servant of the third grade—2 annas; and*
- A Government servant of the fourth grade—1 anna.*

(b) When a Government servant travels within the territories administered by a local Government which has fixed special rates for Government servants under its administrative control, he may draw mileage allowance at the rate fixed for a Government servant drawing the same pay in those territories, and when he travels within the jurisdiction of the following minor administrations, his mileage allowance will be at the rate fixed for a Government servant drawing the same pay in the province noted opposite :—

Chief Commissioner and Agent to the Governor General, North-West Frontier Province	Punjab.
Chief Commissioner and Agent to the Governor General, Baluchistan	„
Chief Commissioner, Delhi	„
Chief Commissioner, Ajmere-Merwara and Agent to the Governor General, Rajputana	„
Agent to the Governor General, Central India	„
Resident, Mysore	Madras.
Resident, Hyderabad	„
Agent to the Governor General in the States of Western India	Bombay.

* NOTE.—A Government servant must elect once for all whether he will draw mileage allowance under these rules or under the rules of the local Government for any and all journeys, not merely in any particular province but in all provinces.

* Operation of this Note is suspended until further orders.

[G. I. F. D. Telegram No. F./41-C. S. R./26, dated 28th May 1926.]

Government of India's Orders.—The rates in force in the Punjab in respect of mileage and daily allowances are made applicable to Gwalior with effect from 1st June 1923.

[G. I. F. D. No. 1543-C. S. R., dated 27th Aug. 1923.]

Government of India's decision.—The Government of India have decided that officers of the Central Government travelling within territories administered by the Madras Government should, in the circumstances in which they would be entitled to allowances under Supplementary Rules 116 (a) II (iii), be granted an extra single road mileage instead of those allowances, to compensate them for the cost of transporting personal effects by road. (Under the travelling allowance rules framed by the Madras Government, their officers are not eligible for mileage allowance for the transport of personal effects and consequently, no rates have been framed by the Local Government for transport of personal effects by road. They are, however, eligible under Rule 2 of Madras Travelling Allowance rules for mileage allowance for journeys by road at thrice the rates admissible for a journey on tour as against twice the rates admissible for Government of India servants under Supplementary Rule 116 (a) II (i), the difference of a single mileage being presumably intended to compensate for the cost of transport of personal effects by road).

[G. I. F. D. No. F./180-C. S. R./24, dated 16th Oct. 1924.]

Auditor General's decisions—

(1) With the concurrence of the Government of India, the Auditor General has decided that a Government servant under the administrative control of the Central Government entitled to special rates of daily allowance under Appendix 25, Civil Service Regulations, may, in lieu of that special rate, draw the rate prescribed under Rule 51 (b) if the latter be more favourable and that in regulating the rates prescribed under Rule 46 (b) the conditions and the restrictions, if any, prescribed by Local Governments for drawing such allowances should also be held to apply.

[Ar. G.'s U. O. I. No. 416-A./122-24, dated 2nd July 1924.]

(2) The Auditor General has decided that mileage and daily allowances of Posts and Telegraphs officers drawn at local Government rates should be fixed exclusively on pay basis.

[A. G. P. T. No. Mis.-2808/Sec. 219 (a), dated 31st March 1926.]

Accountant General's decisions—

(1) The question of the admissibility to Post and Telegraph officials of the percentage increases in certain special localities mentioned in Appendix E to the Post and Telegraph Supplement to the Civil Service Regulations (corresponding to Appendix 15 of Postal Account Code, Volume I), was reconsidered some time ago and the position taken up has been that, in the absence of specific orders reissuing these Appendices (Appendix E to the Supplement and Appendix 15 to Postal Account Code, Volume I), the grant of these

percentage increases is not justified. The officers mentioned in Appendices 18 and 25, Civil Service Regulations, it is now held, should be allowed the option of drawing either the rates laid down in those appendices or the rates sanctioned by the local Government, whichever are more favourable. The final orders of the Financial Adviser are still awaited.

[A. G. P. T. No. Mis.-1554/Sec.-219 (a), dated 21st Oct. 1925.]

(2) Road mileage of Postmasters General should, if claimed at local Government's rates, be allowed in accordance with the orders communicated in Financial Adviser's No. 101-P. T., dated 24th April 1925 [*vide* G. I. order (2) below F. R. 51].

[A. G. P. T. No. Mis.-1232/Sec.-219 (a), dated 2nd Sept. 1926.]

Special
concession.

S. R. 47. A competent authority may, for special reasons to be recorded, allow to a particular Government servant or class of Government servants mileage allowance at a higher rate than is prescribed in rule 46.

Treatment of
fractions of
a mile.

S. R. 48. In calculating mileage allowance for journeys by road, fractions of a mile should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

Section VI.—Daily allowance.

S. R. 49. A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

General rule
as to
drawing
of daily
allowance.

S. R. 50. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn while on tour by every Government servant whose duties require that he should travel, and may not be drawn except while on tour.

Rates of
daily
allowance.

S. R. 51. (a) Daily allowances are drawn on the following scale:—

(i) *A Government servant of the first grade.*—Rs. 5.

(ii) *A Government servant of the second grade.*—As. 4 for every Rs. 25 or fraction of Rs. 25 subject, in the case of officers drawing not more than Rs. 500, to a maximum of Rs. 3. The daily allowance for officers drawing pay exceeding Rs. 500 but not exceeding Rs. 750 is Rs. 4.

(iii) *A Government servant of the third grade.*—As. 2 for every Rs. 12½ or fraction of Rs. 12½ of his pay, subject to a minimum of As. 6 when travelling in the Bombay Presidency and of As. 4 elsewhere.

(iv) *A Government servant of the fourth grade.*—As. 3 if he travels in more than one province and As. 2 if he travels in one province only.

(b) When a Government servant travels within the territories administered by a local Government which has fixed special rates of daily allowance for Government servants under its administrative control, he may draw daily allowance at the rate fixed for a Government servant drawing the same pay in those territories, and when he travels within the jurisdiction of the following minor administrations, his daily allowance will be at the rate fixed for a Government servant drawing the same pay in the province noted opposite:—

Chief Commissioner and Agent to the Governor General, North-West Frontier Province	Punjab.
Chief Commissioner and Agent to the Governor General, Baluchistan	Do.
Chief Commissioner, Delhi	Do.
Chief Commissioner, Ajmer-Merwara and Agent to the Governor General, Rajputana	Do.
Agent to the Governor General, Central India	Do.
Resident, Mysore	Madras.
Resident, Hyderabad	Do.
Agent to the Governor General in the States of Western India	Bombay.

* NOTE.—A Government servant must elect once for all whether he will draw daily allowance under these rules or under the rules of the local Government for any and all journeys, not merely in any particular province but in all provinces.

Government of India's orders—

(1) The Government of India have sanctioned the following scale of mules for the conveyance of private effects of officers of the Post and Telegraph Department while on tour in the Bhamo, Myitkyina and Putao districts and in the Mogok sub-division of the Katha district in Burma for a further period of one year with effect from the 1st December 1924 or for such longer period for which the Local Government may renew the sanction in respect of their officers without any modification of the existing concessions:—

Designation of officers.	Maximum number of mules allowed to each.
Postmaster-General and Director, Telegraph Engineering	12
Divisional Engineer, Telegraphs	10
Assistant Divisional Engineer, Telegraphs.	5
Assistant Engineer, Telegraphs.	
Deputy Assistant Engineer, 1st Class	4
Deputy Assistant Engineer, 2nd Class	
Engineering Supervisors on pay of Rs. 220 per mensem and over	3
Engineering Supervisors on pay less than Rs. 220	2
Superintendents of Post Offices	4*
Inspectors of Post Offices	2*

* Operation of this Note is suspended until further orders.

[G. I. F. D. telegram No. F.-41-C. S. R./26, dated 28th May 1926.]

This concession is subject to the same conditions as have been laid down in respect of officers of the Burma Government, in their letter No. 446-L-23, dated 9th February 1924, and to the proviso that in accordance with the existing procedure officers supplied with free mules will be entitled to draw only daily allowances *admissible under the rules*. Following the precedent set up by the local Government, Post and Telegraph officers may be allowed the option of taking either transport and daily allowances as above or travelling allowances under the ordinary rules.

[Para. 1 of G. I., P. W. D., No. 1993-P. W., dated 16th Oct. 1922, para. 2 of G. I., P. W. D. Memo. No. 69-P. T., dated 6th Aug. 1924 and G. I., P. W. D. Memo. No. 122-P. T., dated 18th May 1925.]

(2) Pending revision of Appendix 25 of the C. S. R. the Directors, Telegraph Engineering and the P. Ms. G. should, for the purpose of S. R. 51 (b), rank as "Heads of Departments" *in the province in which they are employed* and they should be permitted to draw daily allowance at the rates admissible to the Local Government officers subject to the following conditions:—

(a) that if in any province two rates of daily allowance are in force the lower rate should be applied; and

(b) that the allowance should be subject to a maximum of Rs. 10 a day.

The date of effect of the order should be the date of its issue, viz., 24th April 1925.

The words "*in the province in which they are employed*" should be understood to mean "in the province in which they travel for the time being."

[F. A. P. T.'s No. 101-P. T., dated 24th April 1925 and A. G. P. T.

No. Mis.401/T.-207, dated 25th May 1925.]

Audit Instruction.—Daily allowance at As. 3 a day, mentioned in clause (iv) of Rule 51 (a) is admissible throughout the tour to a Government servant whose journey extends over more than one province, except when travelling in a province in which under Rule 51 (b) as amended by Government of India, Finance Department, Resolution No. 854-C. S. R., dated the 29th May 1923, a higher rate is permissible.

[Para. 112 of Manual of Audit Instructions, Vol. II.]

Auditor General's decision.—See entry below S. R. 46.

Accountant General's decision.—See entry below S. R. 46.

Exceptions.

S. R. 52. A competent authority may, for reasons which should be recorded and on such conditions as it may think fit to impose, sanction for any Government servant or class of Government

* The maximum number of mules has been increased to 5 with effect from 1st April 1926.

[F. A. P. T.'s No. 53-P. T. E., dated 8th April 1926.]

servants a daily allowance higher or lower than that prescribed in rule 51, if it considers that the allowance so prescribed is inadequate or excessive.

[For a list of special rates of daily allowance, see Appendix 18.]

Government of India's orders.—The special rates of daily allowance under Appendix 25, Civil Service Regulations, will continue in force so far as officers whose pay is debitable to Central Revenues and who are not under the administrative control of a Governor in Council acting as the agent of the Governor General in Council are concerned.

[G. I. F. D. Res. No. 854-C. S. R., dated 29th May 1923.]

Section VII.—Actual expenses.

S. R. 53. Unless in any case it be otherwise expressly provided in these rules, no Government servant is entitled to be provided with means of conveyance by or at the expense of Government, or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

Actual expenses :
admissible
except un-
specific ru-

CHAPTER III.—TRAVELLING ALLOWANCE ADMISSIBLE FOR DIFFERENT CLASSES OF JOURNEY.

Section VIII.—General.

S. R. 54. The travelling allowance admissible to a Government servant for any journey is calculated with reference to the purpose of the journey in accordance with the rules laid down in Sections IX to XX.

Travelling allowance calculated with reference to the purpose of the journey.

S. R. 55. Unless in any case it be otherwise expressly provided in these rules, a Government servant making a journey for any purpose is not entitled to recover from Government the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.

Recovery of cost of transporting personal luggage, etc.

S. R. 56. A competent authority may, by general or special order, direct that the ordinary rates of daily allowance or mileage allowance or both shall be increased either in a definite ratio or in any other suitable manner for any or all Government servants travelling in any specified locality in which travelling is unusually expensive.

Higher rates for journeys in expensive localities.

S. R. 57. When a Government servant of a grade lower than the first grade is required by the order of a superior authority to travel by special means of conveyance, the cost of which exceeds the amount of the daily allowance or mileage allowance admissible to him under the ordinary rules, he may draw the actual cost of travelling in lieu of such daily or mileage allowance. The bill for the actual cost must be supported by a certificate, signed by the superior

Journeys by Special conveyance

authority and countersigned by the controlling officer, stating that the use of the special means of conveyance was absolutely necessary and specifying the circumstances which rendered it necessary.

A Government servant of the fourth grade travelling by steamer.

S. R. 58. A Government servant of the fourth grade, when travelling by sea or river steamer, may draw, in addition to mileage allowance, daily allowance at double the rate ordinarily admissible to him; provided that, whatever be the nature of other journeys which may be combined with the steamer journey, no further daily allowance may be drawn for any day for which this double allowance is drawn.

Section IX.—Journey on Tour.

Sub-section (i).—General Rules.

Definition of headquarters.

S. R. 59. The headquarters of a Government servant shall be in such place as a competent authority may prescribe.

Limits of sphere of duty.

S. R. 60. A competent authority may define the limits of the sphere of duty of any Government servant.

Definition of tour.

S. R. 61. A Government servant is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty. For the purposes of this section, a journey to a hill station is not treated as a journey on tour.

NOTE.—A District or Assistant Superintendent of Police is not held to be on tour when he visits a police station unless—

(a) he travels not less than twenty miles in one day, or

(b) he is absent from his headquarters for two or more consecutive nights and visits two or more police stations or posts.

Accountant General's decision.—The provisions of Article 58, Civil Service Regulations, may be held to be operative till fresh rules on the subject are framed by the Government of India.

[A. G. P. T. No. Mis.-3227/T.-139, dated 29th Jan. 1924.]

S. R. 62. In case of doubt a competent authority may decide whether a particular absence is absence on duty for the purpose of rule 61.

Restrictions on the duration and frequency of tours.

S. R. 63. A competent authority may impose such restrictions as it may think fit upon the frequency and duration of journeys to be made on tour by any Government servant or class of Government servants.

Government servants who are not entitled to travelling allowance for journeys on tour.

S. R. 64. If a competent authority declares that the pay of a particular Government servant or class of Government servants has been so fixed as to compensate for the cost of all journeys, other than journeys by rail or steamer, within the Government servant's sphere of duty, such a Government servant may draw no travelling allowance for such journeys, though he may draw mileage allowance or, if he be in inferior service, travelling allowance

under rule 78, for journeys by rail or steamer. When travelling on duty, with proper sanction, beyond his sphere of duty, he may draw travelling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty.

[For a list of officers who are not entitled to travelling allowance for journeys on tour; see Appendix 19.]

Director General's order.—In G. I. C. I. D. letter No. 4903-64, dated 23rd June 1913, restrictions were laid down to the effect that an overseer should not get any travelling allowance other than what is admissible under Articles 1011 to 1032 of the C. S. R. for his journey on duty beyond jurisdiction. It has been decided by the Director General that these restrictions should continue in force as an exception to the general rule in the last sentence of S. R. 64.

[A. G. P. T. No. Mis.-925/R.-62, dated 23rd July 1925.]

S. R. 65. The travelling allowance drawn by a Government servant on tour ordinarily takes the shape of either permanent travelling allowance or daily allowance, if either of these is admissible to him. Permanent travelling allowance and daily allowance may, however, in certain circumstances be exchanged for mileage allowance or for the whole or part of the actual cost of travelling. In certain other circumstances actual cost may be drawn in addition to daily allowance or for journeys for which no daily allowance is admissible.

General principles which travelling allowance is drawn for journeys on tour.

S. R. 66. (a) A competent authority may prescribe the scale of Government tents to be supplied to any Government servant or class of Government servants for office or, if it think fit, for personal use.

Carriage of tents supplied by Government.

• (b) When such tents are used by a Government servant on tour for office purposes only, they may be carried at Government expense. When used partly for office and partly for private purposes, the Government servant must, except as provided in rule 81, pay half the cost of carriage. When used wholly for private purposes, the Government servant must, except as provided in rule 81, pay the entire cost of carriage.

Sub-section (ii).—Government servants in receipt of permanent travelling allowance.

S. R. 67. A permanent travelling allowance is intended to cover the cost of all journeys within the sphere of duty of the Government servant who draws it, and such Government servant may not draw any other travelling allowance in place of or in addition to permanent travelling allowance for such journeys; provided that:—

Actual expenses in addition to or in exchange for permanent travelling allowance.

- (1) a Government servant of the fourth grade and any other class of Government servants to which a competent authority may extend this concession may draw, in addition to permanent travelling allowance, single fare for a journey by rail, and

- (2) a competent authority may, by general or special order, permit a Government servant whose sphere of duty extends beyond the limits of a single district to draw, in addition to permanent travelling allowance, whenever his actual travelling expenses for a duly authorised journey by public conveyance exceed double the amount of his permanent travelling allowance for the period occupied in such journey, the difference between such double permanent travelling allowance and the mileage allowance calculated for the journey.

Mileage allowance in exchange for permanent travelling allowance.

S. R. 68. When a Government servant in receipt of permanent travelling allowance travels on duty, with proper sanction, beyond his sphere of duty, he may draw mileage allowance for the entire journey, including such part of it as is within his sphere of duty, and may draw, in addition, permanent travelling allowance for any day of his absence for which he does not draw mileage allowance. This rule does not apply to a Government servant who travels beyond his sphere of duty in the course of a journey from one place within that sphere to another such place, or to a Government servant who makes, by road alone, a journey not exceeding 20 miles.

Sub-section (iii).—Government servants not in receipt of permanent travelling allowance.

Sub-division (i).—Daily allowance.

General rule

S. R. 69. Except where otherwise expressly provided in these rules, a Government servant not in receipt of permanent travelling allowance draws travelling allowance for journeys on tour in the shape of daily allowance.

Drawn during absence from headquarters on duty.

S. R. 70. Daily allowance may not be drawn except during absence from headquarters on duty. A period of absence from headquarters begins when a Government servant actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

Distance to be travelled before daily allowance is admissible.

S. R. 71. Daily allowance may not be drawn for any day on which a Government servant does not reach a point outside a radius of five miles from his headquarters or return to his headquarters from a similar point.

Halts on tour.

S. R. 72. Subject to the conditions laid down in rules 73 and 74, daily allowance may be drawn during a halt on tour or on a holiday occurring during a tour.

Government of India's orders.—The Government of India have decided to reaffirm the order—

- (a) that a Government servant who takes casual leave while on tour is not entitled to draw daily allowances during such leave, and

- (b) that a Government servant who during the course of his tour returns temporarily to headquarters on a Sunday or public holiday to attend to his private business is not entitled to draw daily allowance for any day whether Sunday or holiday unless he is actually, and not merely constructively, in camp.

[G. I. F. D. No. F-85/C. S. R./26, dated 13th March 1926.]

S. R. 73. Daily allowance may not be drawn for a continuous halt of more than ten days at any one place; provided that a competent authority may grant general or individual exemptions from the operation of this rule, on such conditions as it thinks fit, if it is satisfied—

- (a) that prolonged halts are necessary in the interests of the public service, and
- (b) that such halts necessitate the maintenance of camp equipage or, where no camp equipage is maintained, continue, after the first ten days, to entail extra expense upon the halting Government servant.

Audit Instruction.—In calculating the ten days' limit referred to in this rule the days of arrival at and departure from the place of halt should be taken into account when daily allowance is drawn for these days under S. R. 76-A.

[Part IX of A. I. Cir. No. 28, dated 19th Jan. 1926.]

Director General's orders.—The menials of the Post and Telegraph Department are exempted from the operation of Supplementary Rule 73.

[D. G. P. T. Memo. No. 280-B., dated 8th Dec. 1923.]

S. R. 74. For the purposes of rules 71, 72 and 73:—

- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's temporary headquarters.
- (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding five miles for a period including not less than three nights.
- (c) In calculating the duration of a halt, any day on which the Government servant travels or halts at a distance from the halting place exceeding five miles shall be excluded. On such a day the Government servant may draw daily allowance or exchange it for mileage allowance if admissible.

Sub-division (ii).—*Mileage allowance and actual expenses in place of or in addition to daily allowance.*

S. R. 75. A competent authority may, by general or special order and on such conditions as it thinks fit to impose, permit any Government servant or class of Government servants to draw mileage Exchange of
daily allow-
ance for
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allowance during the whole period of a tour.

allowance instead of daily allowance for the whole period of any absence from headquarters, if it considers that the nature of the Government servant's duty is such that daily allowance is not sufficient to cover his travelling expenses.

Exchange of daily allowance for mileage allowance on particular journeys.

S. R. 76. (a) Subject to any conditions which a competent authority may by general or special order impose, a Government servant in superior service may exchange his daily allowance for mileage allowance on any day on which—

(i) he travels by railway or steamer or both, or

(ii) he travels more than 20 miles by road; provided that, if a continuous journey extend over more than one day, the exchange must be made for all such days and not for a part only of them.

NOTE.—Short journeys within a radius of five miles from headquarters may not be added to other journeys, when calculating the distance travelled by road or the amount of mileage allowance admissible for road journeys.

(b) When a journey by road is combined with a journey by railway or steamer under clause (a) (i) of this rule:—

(i) Mileage allowance may be drawn on account of such journey by road, but such mileage is limited to the amount of daily allowance unless the journey by road exceeds twenty miles, and

(ii) unless such journey by road be a journey to or from the Government servant's headquarters, mileage allowance shall be calculated on the distance actually travelled, without regard to the points fixed by or under rule 32.

Director General's order.—Under S. R. 76 (a) read with item 28 of Appendix No. 13 the Director General has decided to restrict to actual expenses the travelling allowance ordinarily admissible to a head postman or other official deputed to convey cash remittances from one post office to another. If in any special case of the kind the Head of a Circle considers that travelling allowance on a higher scale should be allowed, he should obtain the orders of the Director General.

[D. G. P. T. (Post Office) G. O. No. 19, dated 8th March 1924.]

Accountant General's decision.—The restriction laid down in Director General's G. O. No. 19, dated 8th March 1924, does not affect the travelling allowance of overseers which is governed by S. R. 64.

[A. G. P. T. U. O. No. Mis.-1112/R.-62, dated 17th April 1925.]

S. R. 76-A: As a partial exception to Rule 76, in the case of halts on tour the daily allowance ordinarily admissible under these rules may be drawn in addition to the mileage allowance (or, in cases falling under rules 87 and 88, in addition to mileage allowance or actual expenses as the case may be) on the day of arrival at the place

of halt if the Government servant arrives before noon and on the day of departure if he leaves after noon, provided that when the day of arrival and the day of departure are consecutive daily allowance can be drawn for one day only on these conditions.

Government of India's decision.—The Government of India have decided that the concession allowed under Supplementary Rule 76-A is not admissible when the day of departure from one station and the day of arrival at another station are the same.

[Ar. G.'s No. 33-A/453-23, dated 11th Jan. 1924.]

Audit Instruction—

The proviso "when the day of arrival and the day of departure are consecutive, daily allowance can be drawn for one day only" applies not only in cases when the date of departure falls on the day succeeding the date of arrival but also in cases when the date of arrival at one station is the day following the date of departure from another station.

For example, if an officer arrives at Calcutta in the morning of the 23rd August and leaves Calcutta on the afternoon of the 24th August, the proviso clearly applies but it is also applicable if an officer leaves Allahabad on the afternoon of the 23rd August and arrives at Calcutta on the forenoon of the 24th August.

[Para. 113 of Manual of Audit Instructions, Vol. II, and Ar. G.'s No. 958-A./354-23, dated 11th Sept. 1923.]

Accountant General's decisions—

(1) * * * It has further been decided that (a) daily allowance can be claimed in addition to mileage allowance under Supplementary Rule 76-A, only when the conditions of Supplementary Rule 76, are fulfilled and that (b) when daily allowance under Supplementary Rule 76-A, is claimed in addition to mileage allowance, the latter should be restricted to what it would have been if the daily allowance were exchanged for mileage allowance under Supplementary Rule 76.

[A. G. P. T. No. Mis.-3198/D.-1-23, dated 25th Jan. 1924.]

(2) The exception introduced by S. R. 76-A is that in certain cases both daily allowance and mileage may be drawn for a single day but the following are the two of the essential conditions:—

(a) for claiming the daily allowance, the Government servant must halt for the major part of a day, and

(b) for claiming mileage, he must be in a position to have been able to exchange his daily allowance for mileage under S. R. 76 if the new Rule 76-A had not been introduced, i.e., he should have travelled by Railway or Steamer or, if he travelled by road, he should have travelled more than 20 miles.

The second condition mentioned in clause (1) above is really a natural deduction from the first.

[A. G. P. T. No. Mis.-1309/D.-1-23, dated 27th Feb. 1924.]

(3) The expression "daily allowance ordinarily admissible" used in Supplementary Rule 76-A means "daily allowance admissible under the ordinary rule (Supplementary Rule 49) for halt outside headquarters" and should not be taken to mean "the ordinary rate of daily allowance admissible." The rate at which additional daily allowance is admissible under Supplementary Rule 76-A is obviously the rate which is drawn for halt in the place.

[A. G. P. T. No. Mis-901/D.-1-23, dated 22nd July 1924.]

S. R. 77. Subject to any conditions which a competent authority may by general or special order impose, a non-gazetted ministerial or menial Government servant may, for any day on which he travels by public or hired conveyance under a certificate from the head of his office that he is required to do so, exchange daily allowance for mileage allowance.

Travelling allowance admissible to a Government servant in inferior service.

S. R. 78. The following conditions are applicable to a Government servant in inferior service:—

- (a) For a journey by railway, he may draw mileage allowance in addition to daily allowance.
- (b) For a journey by sea or river steamer, he may draw travelling allowance under rule 58.
- (c) For a journey by road, he may exchange daily allowance for mileage allowance if the journey exceeds 20 miles or the condition of rule 77 is fulfilled.
- (d) For a journey by road combined with a journey by railway or by sea or river steamer, he may draw mileage allowance, limited as in rule 76 (b) (i) except as provided in rule 77, for the road journey, in addition to the allowances admissible under clause (a) or (b) of this rule.

Actual expenses of maintaining camp during a sudden journey away from it.

S. R. 79. A competent authority may permit any Government servant, who is compelled by a sudden emergency to leave his camp and travel rapidly on duty to a place more than twenty miles distant, to draw, in addition to mileage allowance, the actual cost of maintaining his camp, whether the camp be moved or not; provided that the amount of actual cost drawn shall not exceed the daily allowance of his grade.

Actual expenses on first and last journey of an extensive tour.

S. R. 80. A Government servant entitled to daily allowance, whose sphere of duty extends over a whole province, may, when making a journey of more than one hundred miles to the first or from the last camp of an extensive tour, recover, in lieu of the daily allowance admissible for the days occupied by such journey, the whole necessary cost of the journey, including the cost of transportation of camp equipment and of servants, horses, motor-cars, motor-cycles, bicycles and private baggage on such scale as a competent authority may prescribe.

S. R. 81. (a) When a competent authority is satisfied that it is Actual in the interests of the public service that a particular Government expenses servant on tour should send his horses, camels, motor-cars, motor- of conveyi- cycles, bicycles or camp equipment by railway or steamer, or by camp equipment country craft when no steamer service exists capable of conveying etc. the goods or animals or when such means of carriage is cheaper or more expeditious it may, by special order in each case, permit him to recover, in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them.

NOTE 1.—In the case of a motor-car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass-cutter may be drawn.

NOTE 2.—The term motor-cycle in this rule includes a side-car.

NOTE 3.—When a motor car is transported by steamer, the actual cost of transporting it may for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

(b) A competent authority may by general or special order prescribe limitations on the weight of camp equipment and the number of conveyances and animals to be carried at Government expense under clause (a) of this rule by a particular Government servant or class of Government servants.

S. R. 82. (a) The following provisions are applicable to—

- (i) officers and men of railway police;
- (ii) Government servants, other than train staff or running establishment, attached to open lines of State railways, including medical subordinates;
- (iii) Government examiners of railway accounts and their establishments;
- (iv) Government inspectors of railways and their establishments;
- (v) permanent way inspectors temporarily transferred from open lines to unopened construction lines, to whom the Railway Board may declare them to be applicable; and
- (vi) any other Government servant or class of Government servants, whose duties involve constant travelling by railway, to whom a competent authority may declare them to be applicable.

Government servants whose duties require them to travel constant by railway.

(b) When such a Government servant makes a journey by railway on tour:—

- (i) He is entitled either to a free pass under the free pass-rules of the railway or to the fares for himself and the servants and baggage accompanying him which a free pass would cover.
- (ii) He may draw daily allowance for any day on which he is absent from his headquarters for more than eight consecutive hours.
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- (iii) He may not exchange for mileage allowance the allowances admissible under sub-clauses (i) and (ii) of this clause.
- (iv) If he combines with a railway journey a journey by steamer or road, he may, if he travels to a place distant at least five miles from the point where he leaves the railway or returns to the railway from a place similarly distant, draw mileage allowance for the journey by steamer or road, in addition to daily allowance, if any, admissible under this rule or under rule 58; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of his absence from his headquarters.

Inspectors of maintenance on state railways.

S. R. 83. The provisions of rule 82 apply to inspectors of maintenance on State railways; provided that, in their case, the period of absence from headquarters by which daily allowance may be earned is a period of more than four hours between 9 P.M. and 5 A.M. Before daily allowance can be drawn, the controlling officer must certify that the inspector was so absent in special circumstances.

Railway and Telegraph servants travelling on unopened line of railway.

S. R. 84. (a) A Government servant of the Telegraph Department or of a State railway, unless he be a member of the Government Inspectors' Department or attached to an open line of railway, when travelling on an unopened line by trolley, material train or engine, draws, in addition to the actual cost of haulage, if any, the following special mileage allowance for each mile travelled:—

- (i) If a Government servant of the first grade— $1\frac{1}{2}$ annas.
- (ii) If a Government servant of the second grade—9 pies.
- (iii) If a Government servant of the third or fourth grade—3 pies.

(b) The allowances prescribed in clause (a) of this rule are intended to meet the entire cost of travelling, and no other allowance may be drawn in lieu of or in addition to them except in the following cases:—

- (i) When the Government servant travels more than twenty miles, partly by road and partly by trolley, etc., he may draw mileage allowance under clause (b) of rule 76, rule 77 or rule 78 for the journey by road in addition to the special mileage allowance for the journey by rail.
- (ii) When he travels not more than twenty miles, partly by road and partly by trolley, etc., he must draw daily allowance for the whole journey in lieu of the special mileage allowance; provided that:—
 - (1) If the special mileage allowance^a admissible exceeds his daily allowance, he may draw the special mileage allowance.
 - (2) If the conditions of rule 77 are fulfilled, he may draw mileage allowance under that rule for the journey by road in addition to special mileage allowance.

- (iii) When he remains absent from his headquarters for a night, he may, at his option, draw daily allowance in lieu of any mileage allowance that is admissible under clause (a) of this rule.
- (iv) When the conditions of rule 79 are fulfilled, he may draw actual cost under that rule in addition to any other allowance that is admissible under this rule.*

S. R. 85. The following provisions apply to Deputy Postmasters ^{Postal} General, Superintendents and Inspectors of the Railway Mail ^{officials.} Service, when they travel on duty by railway within the limits of the lines to which they are attached:—

- (a) For a journey by railway, they are entitled to free conveyance. An Inspector may draw in addition a single fare of the lowest class for a servant, if actually paid.
- (b) For a continuous absence from headquarters of not less than six hours, they may draw daily allowance in addition; provided that, when the six hours fall partly in one and partly in another calendar day, they may earn further daily allowance by another journey for one only of the two days.
- (c) For a journey by road combined with a journey by railway they may draw mileage allowance, irrespective of the distance travelled; provided that the time spent on such journey shall be deducted in calculating the duration of absence from headquarters.

Government of India's orders—

(1) The Government of India have sanctioned with effect from 1st April 1922 the grant of a daily allowance of Rs. 5-8 (instead of Rs. 4 at present admissible) to Inspectors, Railway Mail Service, who are not attached to any particular railways or lines, for journeys on tour in territories where the Local Governments or Administrations have enhanced the rate of daily allowance for their officers by 50 per cent. or more over the rate ordinarily admissible.

[G. I. P. W. D. letter No. 2204-P. W., dated 20th Nov. 1922.]

(2) The Government of India have sanctioned with effect from 10th November 1922 the grant of a daily allowance at the enhanced rate of Rs. 8 to the Superintendents, Railway Mail Service (including Personal Assistants to Deputy Postmaster General, Railway Mail Service) who are employed in the Foreign Mail Division, or who are on deputation beyond the limits of the Railways and lines to which they are attached, for journeys on tour in territories where the Local Governments or Administrations concerned have enhanced the rate of daily allowance for their officers by 50 per cent. or more over the rate ordinarily admissible.

For journeys on tour in areas where the Local Governments or Administrations have *not* enhanced the rates of daily allowance for their officers by 50 per cent. or more over the ordinary rates, the rate

of daily allowance should be Rs. 6 (as in the old rule in paragraph 2 of Article 1068, C. S. R.). In addition to this they should be allowed free conveyance.

[G. I., P. W. D. letter No. 2144-P. W., dated 10th Nov. 1922, and F. A. P. T.'s letter No. 59-P. T., dated 23rd Aug. 1923.]

(3) Superintendents and Assistant Superintendents, Railway Mail Service, and Inspectors of Sorting when travelling by road, either wholly or in combination with railway journeys, are entitled, for the road journey, to ordinary mileage allowance under Articles 1033 to 1035 of the C. S. R., provided that the distance travelled by road is not less than a mile. This allowance will be in addition to the daily allowance admissible for journeys by railway, under Article 1068, C. S. R., but in calculating the duration of absence from headquarters, the time spent on the road journey must be neglected.

[G. I. F. D. No. 6454-C. S. R., dated 9th Dec. 1910, page 117 of Posts and Telegraphs Supplement to C. S. R., and A. G. P. T.'s No. Mis.-2505, Sec. 281, dated 2nd March 1925.]

Accountant General's decisions—

(1) The daily allowance of Superintendents, Railway Mail Service, who are not attached to any Railways or lines should be restricted to Rs. 4 (the rate fixed in Appendix 25 to C. S. R.) even when they merely pass through Local Government tracts and in railway trains. In cases of actual halts at these places, there is no objection to pass daily allowance at Local Government rates.

[A. G. P. T.'s No. Mis.-411/Sec.-281, dated 27th May 1925.]

(2) When Railway Mail Service Officers satisfy the conditions of S. R. 76-A in point of hours of arrival and departure, their daily allowances should be considered to be conditioned by circumstances of halt rather than of journey. The fact of a railway journey on those days may be ignored altogether.

[A. G. P. T.'s No. Mis.-979/D.-1-23, dated 31st July 1923.]

(3) An Inspector of Sorting may draw enhanced travelling allowance when he is travelling off the line to which he is attached and outside his Sub-Division.

[A. G. P. T.'s No. Mis.-2246/Sec.-281, dated 23rd Jan. 1926.]

S. R. 86. An Inspector of Post Offices may not exchange daily allowance for mileage allowance on journeys by road. When travelling by railway, by sea or by river steamer, he may draw, in addition to his daily allowance, a single fare of the class to which his grade entitles him and a single fare of the lowest class for one servant, if actually paid. Daily allowance is, however, not admissible when an inspector avails himself of board provided on a steamer, the cost of which is included in the cost of the fare.

S. R. 87. (a) Except as provided in clauses (b) and (c) of this rule, a Government servant of the Survey of India Department

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may not exchange daily allowance for mileage allowance for a journey in the field.

(b) With the sanction in each case of the Surveyor General or administrative superintendent, a Government servant in the Survey of India Department may be granted the following concessions:—

(i) He may exchange his daily allowance for mileage allowance under rule 76 for a journey in the field if he is required to travel by public or hired conveyance or if he is employed on special duty.

(ii) Whenever his actual travelling expenses for a journey to or from the field, or for any other journey on which he has to travel with camp equipment, exceed the mileage allowance calculated for the journey under the ordinary rules, he may draw such actual expenses in place of daily allowance. In calculating actual expenses, he may include the cost of transporting, whether by public or hired conveyance or otherwise, both himself and such scale of servants, baggage and camp equipment as the Governor-General in Council may prescribe; provided that—

(1) in applying this rule a journey must be treated as a whole, and a Government servant may not draw actual expenses for a part of a journey and mileage allowance for the remainder; and

(2) actual expenses may not be drawn under this rule for a journey in the field by road only unless the conditions of sub-clause (i) of this clause are fulfilled.

(iii) Whenever, for such part of a month as he spends in the field, the actual cost of carrying camp equipment and baggage on the scale prescribed under sub-clause (ii) above exceeds half the amount of daily allowance admissible for the month, he may retain half of his daily allowance and exchange the other half for such actual cost.

(c) Actual expenses under clause (b) of this rule must be drawn on a bill prepared in detail and countersigned by the sanctioning authority.

S. R. 88. With the sanction in each case of the Director of the Geological Survey, a Government servant in the Geological Survey of India Department may be granted the concessions specified in rule 87 (b) (ii) on the condition prescribed in clause (c) of that rule. The second proviso under clause (b) (ii) is not applicable to such a case. (Geological Survey of India.)

Sub-division (iii).—Travelling allowance admissible for journeys and halts within five miles of headquarters.

S. R. 89. A competent authority may, by general or special order, permit any Government servant or class of Government Conveyance hire.

servants to draw the actual cost of hiring a conveyance on a journey for which no travelling allowance is admissible under these rules.

[For a list of special cases in which conveyance hire has been granted, see Appendix 20.]

Director General's orders—

(1) In exercise of his power as "Competent Authority" under Supplementary Rule 89, the Director General, Posts and Telegraphs, has decided that Postmasters who are not provided with any conveyance at Government expense should be permitted to draw the actual cost of hiring a conveyance for the purpose of visiting the town sub-offices situated within a radius of 5 miles from their headquarters. The expenditure on this account should be as low as possible compatible with efficiency.

[D. G. P. T. No. B. C-478, dated 28th July 1923.]

(2) It has been decided that the conveyance hire claimed by the Investigating Inspectors of Post Offices should not in future be treated as contingent expenditure but should be drawn in travelling allowance bill form on receipt of the Director General's sanction to the charge under S. R. 89.

[D. G. P. T. No. 158-B./24, dated 23rd May 1925.]

(3) See clause (b) of Director General's Instruction (2) below S. R. 114.

Ferry charges, tolls and railway fare.

S. R. 90. A Government servant travelling on duty within five miles of his headquarters is entitled to recover the actual amounts which he may spend in payment of ferry and other tolls and fares for journeys by railway or other public conveyance.

Actual expenses of maintaining camp equipage during a halt at headquarters.

S. R. 91. On the following conditions and any other conditions which it may think fit to impose, a competent authority may, by general or special order, permit any Government servant or class of Government servants to recover the actual cost of maintaining camp equipage during a halt at headquarters or within five miles of headquarters or during the interval between the Government servant's departure from or arrival at headquarters and that of his camp equipage:—

- (a) The amount drawn, together with any amounts recovered under rule 90, should not exceed the daily allowance of his grade.
- (b) The period of the halt or interval for which it is granted should not exceed twenty-one days in Sind or Rajputana or ten days elsewhere. An absence on duty from the halting place for less than three nights should not be treated as interrupting the halt or interval.
- (c) The Government servant must certify that he has maintained the whole or part of his camp equipage during the halt or interval and that the expense of maintenance has not been less than the amount drawn. In the case of a non-

gazetted or menial servant, the head of the office must certify that such maintenance was necessary.

Sub-section (iv).—Special rules for high officials.

S. R. 92. When a Government servant for whom special railway accommodation is provided or who is entitled, under these rules, to reserve railway accommodation by requisition, travels in such reserved accommodation on tour:—

High officials travelling by reserved railway accommodation.

(a) the entire cost of haulage is borne by Government.

(b) Unless it be otherwise expressly provided in this sub-section—

(i) the Government servant must pay the usual fares for any persons travelling with him in the reserved accommodation and, if Government pays full tariff rates for the reserved accommodation, such fares must be credited to Government;

(ii) if the Government servant desires additional accommodation for his staff or luggage, he must make arrangements with the railway administration for the provision of such accommodation, the haulage and other charges being met at his expense or, in the case of His Excellency the Viceroy and Governor General, from his contract allowance;

(iii) the Government servant is entitled to draw no travelling allowance for the journey unless he be entitled to permanent travelling allowance.

S. R. 93. Clause (b) (i) of rule 92 does not apply to His Excellency the Viceroy and Governor General.

S. R. 94. If it is impossible for a member of the Executive Council of the Governor General, when travelling by railway on duty, to arrange to travel by a train which is not a mail train, and if the railway authorities are unable to attach his reserved carriage to a mail train, he is entitled to order a special train at the expense of Government.

Members of the executive council of the Governor General.

S. R. 95. (a) A member of the executive council of the Governor General, when travelling by railway on duty, is entitled, without payment, to—

(i) accommodation for personal servants up to a maximum number of ten, and

(ii) free carriage of all luggage for which he vouches as his personal luggage, including stores carried for consumption on tour whether carried in the luggage van of the train to which his reserved carriage is attached or sent by any other train.

(b) Freight charges for goods and for stores other than those covered by clause (a) of this rule must be met by the member himself.

S. R. 96. A member of the executive council of the Governor General, when travelling on tour, may recover the cost of carrying a motor-car under the conditions specified in rule 81; provided that the Governor General in Council is satisfied that the car has been employed, for all practical purposes, only as a means of performing, in the public interest, a journey off the line of railway. In cases where the presence of his car with the member has, apart from the advantages to Government of the particular tour or journey, saved him expense in hiring a conveyance or served his personal convenience to an appreciable extent, he must pay one-fifth of the cost of carriage.

S. R. 97. A member of the executive council of the Governor General, when travelling on duty by road or steamer, may recover his actual travelling expenses, appending to his bill a certificate to the following effect:—

“ I certify that I have actually paid the amount of this bill and that it does not include any charge for the freight of any stores or goods, other than my personal luggage, or any charge for refreshments, hotels or staging bungalows.”

For the purpose of this rule, stores carried for consumption on tour may be treated as personal luggage.

S. R. 98. The following provisions govern the grant of travelling allowance to members of the Council of State and the Legislative Assembly who are required to leave, in the case of official members their official headquarters or, in the case of non-official members their usual places of residence for the purpose of attending a meeting of the Council or Assembly or transacting business connected with their duties as members:—

(a) A member of the Council or the Assembly may draw:—

(i) For the journeys to and from the place at which the Council or Assembly meets or the business is transacted; mileage allowance at the rates admissible to a Government servant of the first grade; and the actual cost of transporting at owner's risk, either a motor-car or a carriage and two horses; provided that the amount claimed on account of the conveyance of a carriage and horses must not exceed the cost of transporting a motor-car. In addition, a third class railway fare either for a chauffeur or cleaner but not for both may also be drawn.

NOTE 1.— If the usual place of residence of an elected Member of the Council or the Assembly is outside the presidency or province in which his constituency is situated, he will be entitled to draw travelling allowance to

and from Simla or Delhi from and to the headquarters of his constituency or from and to his usual place of residence whichever is less.

NOTE 2.—An official member of the Council or the Assembly who proceeds on leave from Delhi or Simla at the end of a session may draw travelling allowance to his official headquarters or the place to which he actually proceeds, whichever is less, provided that the leave taken is leave on average pay not exceeding four months. Such a member returning from leave of this description direct to Delhi or Simla at the commencement of a session may similarly draw travelling allowance from his headquarters or the place from which he actually returns, whichever is less.

(ii) For each day of residence at such place until the close of the session or the completion of the business, including residence not exceeding one week in the case of a member of the Council of State and three days in the case of a member of the Legislative Assembly before the commencement of the session or after its close, or, in both cases, not exceeding two days before the commencement of other business or two days after its close, a daily allowance of Rs. 20.

(iii) When he leaves such place during the course of a session or before the business is completed and returns for less than fifteen days to his official headquarters or place of residence; either a single first class fare and road mileage for the journey and return journey or his daily allowance for the period of absence, whichever is less. If the absence is not less than fifteen days, he may draw no travelling allowance.

(b) A member of the Council of State, other than an official member may, for such part of the journey to and from the place of meeting as is made at the beginning or end of a session of the Council in a first class railway compartment or in a cabin in a steamer, such compartment or cabin being reserved for his personal use, draw, in lieu of mileage allowance, the actual cost of reserving the compartment or cabin.

S. R. 99. A member of the Council of State or the Legislative Assembly, being a Government servant in receipt of permanent travelling allowance, will not be entitled to the allowances specified in rule 98 unless he leaves his sphere of duty to attend the Council or Assembly or to transact business in connection with his duties as a member. When he so leaves his sphere of duty, he may draw travelling allowance as prescribed in rule 98; provided that such sum as may represent the amount of his permanent travelling allowance for the period of absence, calculated at a proportionate daily rate, shall be deducted from his mileage and daily allowance.

S. R. 100. A political resident of the first class, when travelling by railway in a reserved ordinary first class carriage, may recover, if travelling within his sphere of duty, the actual cost of conveying ^{Political residents of the first class.}

servants up to a maximum number of twelve and of luggage up to 25 maunds. When travelling outside his sphere of duty, the limit of servants is four and of luggage 10 maunds.

Government servants who are entitled to reserve by requisition a first class compartment.

S. R. 101. A Government servant who is entitled, under rule 170 or 171, to reserve by requisition a first class compartment, may recover, when travelling by railway in such a compartment, his actual travelling expenses up to a maximum of $\frac{2}{3}$ the first class fare.

The Chief Engineer with the Railway Board.

S. R. 102. The Chief Engineer with the Railway Board, when travelling by railway in reserved accommodation, may draw the allowances prescribed in rule 82 (b) (ii), (iii) and (iv).

The Political Resident at Baroda.

S. R. 103. The Political Resident at Baroda, when touring by railway, may recover the actual cost of transporting two horses, if he is visiting outlying districts where local arrangements cannot be made for supplying means of travelling by road.

Amount of luggage admissible.

S. R. 104. Except where otherwise expressly provided in these rules, the amount of luggage which may be transported, free of cost, by a Government servant travelling in reserved accommodation is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.

Section X.—Journey of a newly-appointed Government servant to join his first post.

General rule.

S. R. 105. Except as otherwise provided in this section, travelling allowance is not admissible to any person for the journey to join his first post in Government service.

Exception.

S. R. 106. A competent authority may permit any person, whether appointed to a temporary or a permanent post, to draw travelling allowance for the journey to join his first post in Government service, provided that it is in the interests of Government that the particular person should be appointed to the particular post; and may issue general orders permitting the grant of travelling allowance for a similar journey to persons appointed to specified posts or services requiring technical or professional qualifications.

Government of India's orders—

The Governor General in Council is pleased to issue the following general orders under rule 106 of the Supplementary Rules. The orders will have effect from the 1st January 1922.

Travelling allowance for the journey to join his first post in Government service, from the place where he receives the order of appointment, may be drawn by a Government servant in the following circumstances:—

- (a) Any person appointed to any Department of Government in any capacity requiring technical skill or knowledge for

which he has been specially trained may draw travelling allowance under Supplementary Rules 112 and 113.

- (b) A Chaplain appointed to the service of Government while resident in India may draw travelling allowance under Supplementary Rules 112 and 113.
- (c) Computers and copyists of the Computing Party of the Trigonometrical Branch Office at Dehra Dun and Computers of Astronomical Parties, and students of the Schools of Art and other Government schools who are appointed as draftsmen in the Survey of India Department, may, under the special order of the Surveyor General of India in each case, draw travelling allowance not exceeding actual expenses.

[G. I. F. D. Res. No. 1148-F B., dated 26th Sep. 1922.]

S. R. 107. When a pensioner, or a Government servant who has been thrown out of employment owing to a reduction of establishment or the abolition of his post is reappointed to Government service, the authority which sanctions his reappointment may permit him to draw travelling allowance for so much of his journey to join his new post as falls within India. Concession to persons re-employed in Government service.

S. R. 108. When a person is appointed to a post in Government service which he cannot join except by sea, a competent authority may grant him a free passage by sea from one part of India to another such part. Concession to persons joining by sea

S. R. 109. When a person is appointed in India to subordinate Government service in the Andaman or Nicobar Islands, the authority making the appointment may grant him a free passage by sea for himself and family. Concession to subordinates recruited for the Andamans.

S. R. 109-A. The following rules apply to members of the Police Force in the Andaman and Nicobar Islands:—

Deck passages without diet by sea or river steamer and third class accommodation by rail are admissible—

- (a) To the families of subordinate officers (including Subadar Majors, Subadars and Jemadars) for the initial journey to Port Blair on payment of one-third of the passage money and railway fare.
- (b) To the families of non-commissioned officers and men who have received permission from the Commandant of the Force to bring their families to the Andamans for the initial journey free of charge.

³ **NOTE 1.**—(The Commandant's power to give such permission is limited to 12 per cent. of the total strength of non-commissioned officers and men.)

NOTE 2.—(The term "family" for the purpose of this rule includes, besides children and one wife, one relative.)

Concession to members of the executive council of the Governor-General.

S. R. 110. When a person not already in Government service is appointed to be a member of the executive council of the Governor General, he is entitled, when travelling by railway to join his post, to the concession described in rule 117.

Concession to persons appointed in Europe.

S. R. 111. Any person appointed, while resident in Europe, by the Secretary of State in Council to Government service in India, other than a person whose case is covered by rules made by the Secretary of State in Council under section 85 or 104 of the Act, may draw mileage allowance for the journey to join his first post from any port in India at which, with the permission of the Secretary of State, he may disembark.

Rates of travelling allowance under this section.

S. R. 112. Travelling allowance under rules 106 and 107 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

S. R. 113. When mileage allowance is drawn under rules 106, 107 and 111, the rate admissible is that of the grade to which the Government servant will belong after joining his post.

Section XI.—Journeys on transfer.

General conditions of admissibility.

S. R. 114. Travelling allowance may not be drawn under this section by a Government servant on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request or in consequence of misconduct should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise direct.

Audit Instructions—

(1) See Audit Instruction (1) below F. R. 44.

(2) See Audit Instruction (2) below F. R. 44.

(3) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer should be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reasons for the transfer. In the absence of such an endorsement, the Audit Officer shall assume that the Government servant has been transferred for the public convenience.

In the case of non-gazetted Government servants a certificate from the head of the office will be accepted in lieu of the copy of the order of transfer.

[Para. 114 of Manual of Audit Instructions, Vol. II.]

Accountant General's decision—

Officials deputed on temporary duty for periods exceeding 2 months can hardly be treated as on transfer. Each case should be considered on its financial and other merits.

Daily allowance for halts at the new station should not be admitted in audit unless there are special orders of the Government of India allowing it.

Whenever travelling allowance under S. R. 116 is claimed in the case of temporary transfers, the fact that the transfer is for more than two months should be mentioned in the travelling allowance bill of the Officer concerned.

[A. G. P. T.'s No. Mis.-1032/Sec.-261-IV, dated 1st April 1925; No. Mis.-436/Sec.-261-IV, dated 1st June, 1925 and No. Mis.-1048/Sec.-261-IV, dated 14th Aug. 1925.]

Director General's Instructions—

(1) All controlling officers are requested not to permit officers under them deputed on temporary duty for short periods to draw travelling allowance as on transfer under S. R. 116.

[D. G. P. T.'s G. O. (Telegraph Engineering), No. 22, dated 26th Sept. 1924.]

(2) In supersession of all previous orders on the subject the following rules are laid down regulating the grant of allowances to postal officials who are deputed from one office to another to work in casual leave arrangements in single or two handed offices (sub or branch post offices, Post offices or Departmental Telegraph offices). These will have effect from the 1st September 1925:—

- (a) An official deputed beyond a radius of 5 miles from his headquarters, may be granted the travelling allowance admissible under the rules governing journeys on tour.
- (b) If deputed within a radius of 5 miles, actual expenses only are admissible under rule 89 of the Supplementary Rules, subject to the sanction of the Director General who has been vested by the Government of India with the power of a "Competent authority" for the purposes of that rule.

[D. G. P. T.'s (Post Office), Cir. No. 29, dated 3rd Sept. 1925.]

(3) The following rules are laid down regulating the grant of allowances to postal officials who are deputed from one office to another to work in vacancies caused by the absence of officials as Court witnesses in single or two handed offices (sub or branch post offices, Post offices or Departmental Telegraph Offices). These will have effect from the 1st February 1926:—

- (a) An official deputed beyond a radius of 5 miles from his headquarters, may be granted the travelling allowance admissible under the rules governing journeys on tour.
- (b) If deputed within a radius of 5 miles, actual expenses only are admissible under rule 89 of the Supplementary Rules, subject to the sanction of the Director General, who has been vested by the Government of India with the power of a "Competent authority," for purposes of that rule.

[D. G. P. T.'s (Post Office), Cir. No. 56, dated 4th Feb. 1926.]

General rule.

S. R. 115. A Government servant may draw mileage allowance for a journey on transfer, including transfer from military to civil employ.

Special
concessions to
Government
servants in
superior
service.

S. R. 116. (a) Unless in any case it be otherwise expressly provided in these rules or in rules made under other sections of the Act, a Government servant in superior service is entitled, for a journey on transfer, to the following concessions:—

1.—For journeys by rail or steamer.

- (I) He may draw three fares of the class to which his grade entitles him.
- (II) He may draw one extra fare for each adult member of his family who accompanies him and for whom full fare is actually paid and one-half fare for each child for whom such fare is actually paid.
- (III) He may draw the actual cost of transporting by goods train, steamer or other craft personal effects up to the following *marima*:—

Maunds.

Grade of Government servant.	If travelling alone.	If accompanied by family.
First	40	60
Second	20	30
Third	12	15

Provided that a competent authority may prescribe lower *maxima* in the case of any specified class of Government servants.

NOTE.—If a Government servant carries his personal effects by passenger, instead of by goods train, he may draw the actual cost of carriage up to a limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.

(iv) Provided that—

- (1) the distance travelled exceeds 80 miles;
- (2) the Government servant is travelling to join a post in which the possession of a conveyance or horse is advantageous from the point of view of his efficiency; and

[A list of officers by whom the possession of free conveyances may be considered to be in the interests of the public service and who are entitled to recover the actual cost of transporting their

conveyances on transfer under this rule, is given in Appendix No. 21.]

(3) conveyances or horses are actually carried by rail, steamer or other craft;—

he may draw the actual cost of transporting at owner's risk conveyances and horses on the following scales:—

Grade of Government servant.	Scale allowed.
First	Two horses, and a carriage or motor-car or motor-cycle.
Second	One horse, and a carriage or motor-cycle.
Third	One horse or a motor-cycle or ordinary cycle.

NOTE 1.—In the case of a motor-car, the cost of transporting a chauffeur or cleaner, and for each horse the cost of transporting one syce and one grass-cutter may be drawn.

NOTE 2.—When a motor car is transported by steamer, the actual cost of transporting it may, for purposes of this rule, include, besides the freight, other incidental charges such as ghat pass, river dues, loading and unloading charges.

Exception.—A Government servant who travels by a Government steamer is not entitled, for the journey by steamer, either to mileage allowance under rule 115 or to the concessions allowed by this clause. He is entitled to free transport of himself, his family, servants and their *bond fide* personal effects, and of conveyances and horses subject to the limits prescribed in sub-clause (iv); and may draw in addition the daily allowance of his grade.

II.—For a journey by road.

- (I) In addition to the mileage allowance during journeys on tour, he may draw one extra mileage allowance at the rate to which his grade entitles him.
 - (II) He may draw a second extra mileage allowance if two members of his family accompany him and a third if more than two members accompany him.
 - (III) For the transportation of personal effects within the limits prescribed in sub-clause I (iii) of this clause, he may draw mileage allowance at a rate to be fixed by a competent authority. This rate will be calculated on the average cost of conveying goods by the cheapest method of conveyance.
- (b) The following explanations are given of terms employed in clause (a) of this rule:—
- (i) The term "personal effects" is not subject to definition, but the controlling officer must satisfy himself that a claim to reimbursement on account of transportation is reasonable.
 - (ii) The term "motor cycle" includes a side-car.

- (iii) A member of a Government servant's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him. If such member travels to the new station from a place other than the Government servant's old station, the Government servant may draw either the actual fare for the journey made or the fare admissible for the journey from the old to the new station, whichever is less.

(c) Tents supplied by Government are transported at the expense of Government. Tents purchased and maintained by a Government servant himself may be transported at the expense of Government; provided that they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable to a particular Government servant or class of Government servants. If they exceed this scale, the excess may be treated as a part of personal effects.

(d) A Government servant who claims higher travelling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the numbers and relationship of the said members.

(e) A Government servant claiming the cost of transporting personal effects, a conveyance or a horse, must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. Such a certificate must give details of the conveyances or horses transported.

Government of India's decisions—

(1) When for valid reasons a Government servant on transfer carries his personal effects [*vide* S. R. 116 (a) I (iii)] by road between stations connected by rail, Heads of Departments may allow him actual expenses up to the limit of the amount which would have been admissible had he taken the maximum number of maunds by goods train.

[G. I. F. D. No. F./207-C. S. R./26, dated 2nd Aug. 1926.]

(2) Claims preferred under S. R. 116 (a) I (iii) for the carriage of personal effects should be paid at the owner's risk rate.

[G. I. F. D. No. F/50-C. S. R./24, dated 15th Sep. 1924.]

(3) In cases where a Government servant is transferred from Station A to Station B and is again transferred within a reasonably short time to another Station C, he may be allowed under Supplementary Rule 116 (a) I (iii) to recover the cost of carriage of personal effects from Station A to Station C subject to the conditions (1) that the total weight carried from Station B to Station C and from Station A to Station C does not exceed the maximum limit prescribed in the rule and (2) that the total cost of transporting the effects from Station A to Station B, from Station B to Station C

and from Station A to Station C does not exceed the amount admissible from Station A to Station B *plus* that admissible from Station B to Station C.

[G. I. F. D. No. F.-294-C. S. R.,/25, dated 7th Oct. 1925 and Part VII of A. I. Cir. No. 28, dated 19th Jan. 1926.]

(4) The orders contained in the Home Department letter No. 1141—1151, dated 19th July 1915, relating to the concession of free-transport of horses and motor cars for Government officers on transfer, should be considered as absolute. Cases of this description which may arise in the future should be decided solely in accordance with Supplementary Rule 116 (a) I (iv) (2).

[G. I. H. D. No. F.-228/24-Ests., dated 26th Aug. 1924.]

(5) The Government of India have decided with reference to Supplementary Rule 116 (a) I (iv) (3) that Government servants on transfer who are obliged to take their Motor Cars or Motor Cycles by passenger train may be allowed to draw the actual cost of transporting them by passenger train.

[G. I. F. D. letters Nos. D/5642-C. S. R. and F/71-C. S. R., dated 14th Nov. 1924 and 24th Feb. 1926 respectively.]

(6) The principle of Supplementary Rule 30 (c) should be applied in cases of transport of motor car by officers on transfer [*vide* S. R. 116 (a) I (iv) (3)], even if the officer and his car take different routes.

[G. I. I. & L. D. No. 243-P. T./24, dated 15th Jan. 1925.]

(7) With reference to Supplementary Rule 116 (a) II (iii), the Government of India have decided that the rates for the conveyance of personal effects of Government servants under their administrative control should be the same as the rates fixed by local Governments and Chief Commissioners for Government servants under their administrative control in the areas under them.

[G. I. F. D. No. 1191-C. S. R., dated 20th Oct. 1922.]

(8) (a) To entitle an officer to travelling allowance under clause (b) (iii) of Supplementary Rule 116 on account of any member of his family subsequently joining him, the journey should commence within six months of the officer's making over charge at the old station and end within six months of his taking charge at the new station.

(b) Heads of offices, when passing charges under this rule, should bear in mind that the scale laid down in the *maximum* admissible, and that they may not pass the full scale unless they are convinced both of its *reasonableness* and of its *necessity*. The mere fact that the charges billed for have been actually incurred (though it must, of course, be ascertained in all cases) is not of itself a valid reason for their being borne by Government.

[U. O. R. No. 183, dated 23rd May 1911, to Government, F. D., Bombay—*vide* page 121 of P. & T. Supplement to C. S. R.]

(9) A question was raised whether an officer transferred during the absence of his family at a hill station is entitled to claim travelling allowance for them when they subsequently join him. It was decided by the Government of India that there is no objection to the grant of family travelling allowance even if the officer's family were, at the time of his transfer, not residing with him at the same station, provided that the journey to the new station is made within 6 months of the officer's transfer and that the amount of such travelling allowance admissible for their journey shall be actual fares or the fares between the officer's old and new stations whichever is less. In such cases the higher amounts for personal effects specified in Article 1094 (A) (iii), Supplementary Rule 116 (a) I (iii), will be admissible.

[G. I. F. D. No. 435-E. B., dated 5th March 1921.]

(10) The Government of India have decided that travelling allowance under Supplementary Rule 116 (b) (iii) should be regulated with reference to the actual facts at the time of the journey in respect of which the travelling allowance is claimed.

[Ar. G.'s No. 635-A/200-24, dated 14th Oct. 1924.]

Auditor General's decisions—

(1) With the concurrence of the Government of India it has been decided that there is no objection to Heads of Departments continuing to exercise the powers which were delegated to them in Government of India, Finance Department letter No. 1090-E. B., dated the 9th August 1918, in respect of officers under the administrative control of the Central Government.

[Ar. G.'s No. 961-A.—348-23, dated 11th Sept. 1923.]

(2) There is no objection to a motor car being deemed a part of personal effects [*vide* S. R. 116 (a) I (iii)] in cases where an officer is not entitled (under Appendix 21) to its free transport in addition to personal effects.

[Ar. G.'s No. 900-T., dated 16th Oct. 1920—page 120 P. & T. Supplement to C. S. R.]

Accountant General's decisions—

(1) In determining what items should be included in the "actual cost of transporting" a motor car [*vide* S. R. 116 (a) I (iv) (3),] the definition of "actual travelling expenses" in Supplementary Rule 2 (1) should be taken as the guiding principle. It should include such charges as "landing charges", which a steamship company may charge as levies by the Port Commissioners, Municipalities, etc., but not packing charges, commission charged by agents, etc.

[A. G. P. T. No. Mis.-2504, dated 12th Nov. 1923.]

(2) Children under 12 years of age should be considered as "members of family."

[A. G. P. T. No. Mis.-3109/F.-90 (a), dated 11th Nov. 1922.]

(3) An officer appointed to a new post proceeded on leave on average pay for four months from 5th March 1923 to 4th July 1923, after making over charge of his old post on 4th March 1923. He was in transit from 5th July 1923 to 13th July 1923 and joined his new post on 14th July 1923. On 25th October 1923 he submitted a supplemental travelling allowance bill in respect of travelling allowance for his son who followed him to the new station on 14th October 1923. The question arose as to whether his son could be considered to have "followed him within six months from the date of his transfer." It was decided that as the officer's transfer was not complete until he joined his new post, the travelling allowance claimed in respect of his son was admissible under Supplementary Rule 116 (b) (iii).

[A. G. P. T. No. Mis.-2854/T-139, dated 17th Dec. 1923.]

(4) Audit officers may exercise the right to call for receipts or vouchers in cases in which the expenditure appears to be unusually large, that is to say, in cases in which there are grounds for suspicion (*vide* Article 75, Civil Account Code, Vol. I).

[A. G. P. T. Nos. 54/H. A. G.-39, dated 26th April 1924, and 329/H. A. G.-39, dated 11th Sep. 1924.]

Director-General's Instructions—

(1) Between-deck or second class accommodation should always be provided for women and children, the families of British soldiers, proceeding from port to port in India, whether accompanied by the husband or not; the local authorities at the port of embarkation must use their discretion in deciding on the class of accommodation to be provided, each case being considered by them on its own merits with special reference to the strength of the troops and other attending circumstances (Army Instructions, India, Vol. X).

[Para. 378 of Telegraph Manual, Vol. II (1916).]

(2) Every claim for the actual cost of transporting personal effects made in a travelling allowance bill on transfer should be supported by receipts and vouchers, whenever possible, in respect of the expenditure incurred. The Railway and Steamer authorities grant receipts for the charges actually paid when personal effects, etc., are booked by rail or steamer and there should be no difficulty in producing the receipts in such cases.

[D. G. P. T.'s (P. O.) G. O. No. 2, dated 10th April 1924.]

S. R. 116-A. A Government servant in superior service transferred from one post to another who, under the orders of competent authority, is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to—

- (1) travelling allowance as on tour from the place of handing over charge to the place of taking over;
- (2) one and two-fifths fares of the class to which his grade entitles him from his old to his new headquarters;

- (3) all the further concessions admissible under rule 116(a) direct from the old to the new headquarters, excluding those in I (i) thereof and the mileage admissible during journeys on tour referred to in clause II (i).

For the journeys from his old headquarters to the place of handing over charge, or from the place of taking charge to his new headquarters he will draw travelling allowance as for journeys on tour.

Accountant General's decision.—An official was deputed from station A to station B for a period of 2 months and on the expiry of his duty there was permanently transferred to station C. As cases of short deputation not exceeding 2 months, are treated as journeys on tour for the purpose of travelling allowance, it was decided that the official should be considered to have been on tour when he was transferred to station C and made over charge of his old post (station A) at station B and that he should be granted travelling allowance as under S. R. 116-A.

[A. G. P. T.'s No. Mis.-1556/Sec.-261-IV, dated 22nd Oct. 1925.]

S. R. 116-B. A Government servant in superior service whose headquarters are changed while he is on tour, and who proceeds to his new headquarters without returning to his old, is entitled to—

- (1) travelling allowance as on tour for his journey up to the new headquarters;
- (2) $1\frac{2}{3}$ fares of the class to which his grade entitles him from his old to his new headquarters;
- (3) all the further concessions admissible under rule 116 (a) direct from the old to the new headquarters, excluding those in I (i) thereof and the mileage admissible during journeys on tour referred to in clause II (i).

S. R. 116-C. If the family of a Government servant, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

Transfer to join the post of member of the executive council of the Governor-General or of political resident, first class.

S. R. 117. When a Government servant appointed to be a member of the executive council of the Governor General or a political resident of the first class, travels by railway to join his post, he may, at his option, travel on the following terms, in lieu of drawing travelling allowance under the ordinary rules governing a journey on transfer:—

- (a) Any accommodation which he will be entitled, under section XXI of these rules, to reserve by requisition after joining his post will, if practicable, be placed at his disposal.

(b) The charge for haulage of the reserved accommodation will be paid by Government.

(c) The Government servant must pay to Government the fare which he would have paid if no accommodation had been reserved and must, in addition, pay in cash to the station master of the station from which the journey commences the fares for any members of his family accompanying him, whether they share his reserved accommodation or not. When Government pays full tariff rates for the accommodation, all such fares will be credited to Government.

S. R. 118. The provisions of rule 117 apply to a political resident of the first class when transferred from one residency to another. If he avails himself of the concession given by that rule, he may recover the actual cost of transporting servants and luggage up to the limits prescribed in rule 100 for a journey outside his sphere of duty.

S. R. 119. The Government servants specified in rule 82 may draw travelling allowance under that rule for journeys on transfer within the limits of the railway to which they are attached, and are entitled, in addition, to a free pass or fares for their families; provided that they must not draw daily allowance for halts in the course of the journey unless such halts are made in connection with their duty. When transferred from one railway to another, they are entitled to travelling allowance under rules 114 to 116.

Government Servants whose duties involve constant travelling by railway.

S. R. 120. A Government servant of the Survey of India Department may draw, at his option, for a journey on transfer either the travelling allowance prescribed in rules 114 to 116 or, if the conditions of rule 87 (b) (ii) are fulfilled, the allowance prescribed thereby.

Survey of India Department.

S. R. 121. Jail warders in inferior service, when transferred from one jail to another, and police constables in inferior service when transferred from one district to another, are entitled, if accompanied by their families, to mileage allowance at the following special rates:—

Concession to jail warders and police constables.

(a) For a journey by railway or steamer; double fare of the lowest class.

(b) For a journey by road; two annas for each mile travelled.

(c) For a journey by boat; one anna for each mile travelled.

S. R. 122. Except as provided in rule 121, a Government servant in inferior service is entitled on transfer to draw travelling allowance as for a journey on tour.

Inferior servants.

Government
servant
appointed to
a new post
while in
transit.

S. R. 123. A Government servant appointed to a new post while in transit from one post to another is entitled to draw travelling allowance under this section for so much of the journey on transfer as he has accomplished when he receives the fresh orders and for the journey from the place at which he receives such orders to his new station.

Accountant General's decision.—A Government servant, who was transferred to a new station on the expiry of his leave on average pay, received revised orders to resume duty at the old station while he was in transit. He had however despatched his family and personal effects to the new station before receipt of the revised orders. The question for decision was whether he is entitled to travelling allowance for his family and to the cost of transporting his personal effects for the journeys from the old station to the new station and back. As the principle of Supplementary Rule 123 is that a Government servant should be reimbursed the expenditure he has actually incurred on a transfer from which he has been diverted and as Supplementary Rule 116 (b) (iii) permits a family to go in advance which implies that some personal effects at any rate must also go in advance, it was decided that the payment of family Railway fares and cost of transport of personal effects is just as much expenses of a Government servant's interrupted transfer as his own expenses would be and the claim was consequently held to be admissible.

The case mentioned above should, however, be distinguished from a case in which a transfer was cancelled before the official concerned had handed over charge of his post. In such a case there would be no transfer at all, and the rules would not permit any reimbursement whatsoever.

[A. G. P. T.'s No. Mis.-2640/T.-139-VII, dated 13th March 1926.]

Government
servant
taking short
leave before
joining a new
post.

S. R. 124. A Government servant who goes on leave on average pay, not exceeding four months, after he has given over charge of his old post and before he has taken charge of his new post is entitled, whether the order of transfer is received before or after the commencement of his leave, to travelling allowance under this section.

Auditor General's decision.—In the case of an officer who is transferred to a new station while on leave on average pay in excess of 4 months where the excess over 4 months is covered by the war concession referred to in the Note to Fundamental Rule 81, travelling allowance is admissible under Supplementary Rule 124 (and not under Supplementary Rule 126).

[Ar. G.'s No. 45-A/D-28, dated 16th Jan. 1924.]

Government
servant
taking long
leave while
in transit.

S. R. 125. A Government servant who takes leave exceeding four months while in transit from one post to another may draw travelling allowance under rule 115 and rule 116 (a) I (i) and (ii) and II (i) and (ii) for so much of the journey to join the new post as he has accomplished before the order granting his leave

is received, in addition to any allowance admissible under rule 126.

S. R. 126. When on return from leave, other than leave on Government average pay not exceeding four months a Government servant is stationed at a headquarters other than that at which he was stationed when he went on leave, the controlling officer may permit him to recover the travelling allowance admissible, under sub-clauses I (iii) and (iv) and II (iii) of rule 116 (a), for a journey from his old to his new station.

Section XII.—Journey to a hill station.

S. R. 127. Special rules, which are not included in these rules, govern the grant of travelling allowance to Government servants moving to hill station with the headquarters of a Government.

Government of India's order.—The move of the Financial Adviser, Posts and Telegraphs, with the head-quarters of the Government of India should be regulated by the rules in the Simla Allowance Code.

[G. I. F. D. letter No. 715-F. E., dated 27th March 1924.]

S. R. 128. A Government servant, other than a Government servant moving with the headquarters of a Government, who travels on duty to a hill station within his sphere of duty or is required by the orders of a superior authority to travel to a hill station on duty, may draw travelling allowance during his absence as for a journey on tour. Such a Government servant will, however, forfeit all claim to travelling allowance for the journey and halt, other than permanent travelling allowance, if he prolongs his stay at the hill station beyond a period of ten days or the period necessary for the performance of the duty on which the journey is made, whichever is less; provided that a competent authority may preserve the Government servant's claim to travelling allowance by—

- (a) sanctioning a halt in excess of ten days, and
- (b) officially intimating that his presence was required on duty throughout the period or that he was permitted to extend his stay during holidays immediately following his period of duty.

S. R. 129. When a Government servant is permitted for his own convenience to perform his duties at a hill station, he is not entitled to daily allowance or mileage allowance for the journey to or from such station or for the period during which he halts at it.

Government of India's Orders—

(1) Postmasters General are permitted to reside at the summer head-quarters of Local Governments subject to the following provisions:—

- (a) In no case should the stay of a Postmaster General at a hill station exceed five months. No extra expense

should be involved to the State in consequence of his residence at the hill station. No allowance should be drawn for any direct journey between a hill station and headquarters during the hill season.

[G. I. F. D., No. 3599, dated 23rd July 1890; G. I. C. I. D., No. 7896-36-F., dated 2nd Oct. 1912; F. D. No. 657-E. B., dated 8th Oct. 1912 and page 123 of P. & T. Supplement to C. S. R.]

Exception.—It has been decided by the Government of India that the duration of the stay of the Postmaster General, Central Circle, at Mount Abu, should be limited to not less than 3 weeks or more than one month (or 30 days) in the year. They have also decided:—

- (a) That Mount Abu should not be considered in any way as the headquarters or hill station of the Postmaster General.
- (b) That he should be charged rent for the Government quarters occupied by him at Nagpur throughout the year.
- (c) That he should be eligible to draw—
 - (i) travelling allowance for his journeys both to and from Mount Abu;
 - (ii) halting allowance for the first 10 days only of his halt at Mount Abu; and
 - (iii) ordinary travelling allowance for any tours he may make from Mount Abu during the period of his stay there.

[G. I. J. & L. D. No. 11-P. T., dated 21st July 1923.]

- (b) Journeys from headquarters to the hill station and *vice versa* should not ordinarily be combined with inspections. If they are so combined, no travelling allowance except daily allowance at places *en route* shall be admissible.
- (c) Tours of inspection may be undertaken from the hill station and full travelling allowance may be drawn on account of these inspections provided that no extra expense is caused to the State by the fact of the stay at the hill station instead of at the regular headquarters.

Journeys from a hill station to particular stations and back should not normally be undertaken. When, however, such journeys are unavoidable on account of urgent Government business, the reasons thereof should be recorded in the travelling allowance bill for the information of the countersigning authority and that of the audit officer.

- (d) Travelling allowance drawn on account of tours of inspection from a hill station shall always be subject to the condition that the total amount involved shall not exceed the amount which would have been admissible had those inspections been carried out from the regular headquarters.

[G. I. J. & L. D. No. 104/24-P. T., dated 26th Feb. 1923.]

(2) Deputy Postmasters General of the Postal and Traffic branch are permitted to visit hill stations during the summer for a period not exceeding two months in a year, subject to the following conditions:—

- (1) that no extra expenditure to the State is involved, and
- (2) that the rules regarding journeys to hill stations are applied to these officials.

[G. I. I. L. D. No. 127-P. T., dated 14th Sept. 1925.]

(3) The first Deputy Director General, Post Office, is allowed to reside at Simla during the entire period for which the Director General's headquarters are at that place.

[G. I. F. D. No. 3979-P., dated 22nd July 1902, and page 124 of P. & T. Supplement to C. S. R.]

(4) The Directors, Telegraph Engineering, are permitted to reside during the hot weather at the summer headquarters of a Local Government for a period not exceeding three months in a year, exclusive of intercurrent periods spent on tour, provided that no expense thereby is involved to the State.

The conditions (*vide* last sentence of sub-clause (a) and sub-clauses (b), (c) and (d) of clause (1) above) as to travelling expenses which are laid down for Post Office will apply generally to the Indian Telegraph Department.

[G. I. C. I. D. No. 3447-65, dated 5th May 1914, and G. I. F. D., No. 619-E.-B., dated 11th May 1914—*vide* page 124 of P. & T. Supplement to C. S. R.]

Director General's Instructions.—A Postmaster General should not take a Personal Assistant with him to a hill station except with the special sanction of the Director General in each case.

[D. G. P. T. Memo., dated 22nd Feb. 1893, and page 124 of P. & T. Supplement to C. S. R.]

Section XIII.—Journey to attend an examination.

S. R. 130. A Government servant is entitled to draw travelling allowance for the journey to and from the place at which he appears for an examination of any of the following kinds:—

- (a) An obligatory departmental or language examination.
- (b) An examination held under any rules in the vernacular language of a frontier or hill tribe.
- (c) In the case of a military officer in civil employ, an examination for promotion in military rank.
- (d) In the case of a civil assistant surgeon or sub-assistant surgeon, an examination designed to test his fitness to rise above an efficiency bar in a time-scale:

provided that—

- (1) travelling allowance shall not be drawn under this rule more than twice for any particular examination or standard of examination; and
- (2) a competent authority may disallow travelling allowance under this rule to any candidate who, in its opinion—
 - (i) has culpably neglected the duty of preparing himself for an obligatory examination.
 - (ii) does not display a reasonable standard of proficiency in an examination which is not obligatory.

Director General's Instructions—

(1) Officers appearing at the departmental examination for Superintendentship of Post Offices are entitled to travelling allowance under this Rule.

[D. G. P. O.'s Cir. No. 191, dated 10th March 1884, page 125 of Posts and Telegraphs Supplement to C. S. R.]

(2) Telegraphists attending the technical examination for promotion to the rank of Telegraph Master are entitled to travelling allowance under this Rule.

[D. G. P. T.'s G. O. (Tel.) No. 105, dated 26th March 1913, page 125 of Posts and Telegraphs Supplement to C. S. R.]

(3) The examination qualifying for the appointments of Inspectors of Post Offices and Head Clerks of the offices of Superintendents of Post Offices is obligatory. Officers appearing at these examinations are entitled to travelling allowance under this Rule.

[D. G. P. T.'s letter No. 1489-S.-Ap., dated 17th July 1916, page 125 of Posts and Telegraphs Supplement to C. S. R.]

(4) Post Office officials appearing at the departmental examination for Accountantship or Assistant Accountantship in a Post Office are entitled to travelling allowance under this Rule provided they pass the examination.

[D. G. P. T.'s G. O. No. 20, dated 20th March 1924.]

Government
servants
obtaining
reward for
proficiency
in an oriental
language.

S. R. 131. A Government servant who obtains a reward for proficiency in an oriental language, or who for the first time obtains a degree of honour in any language in the second division, is entitled to draw travelling allowance for the journey to and from the place of examination.

Special
concessions,

S. R. 132. A competent authority may permit a Government servant to draw travelling allowance for the journey to and from the place at which he appears for any examination other than those specified in rules 130 and 131.

Rates of
travelling
allowance
under this
section.

S. R. 133. Travelling allowance under this section should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

Section XIV.—Journey when proceeding on or returning from leave.

S. R. 134. Except as otherwise provided in these rules, a Government servant is not entitled to any travelling allowance for a journey made during leave or while proceeding on or returning from leave. General rule.

S. R. 135. A competent authority may, for special reasons which should be recorded, permit any Government servant to draw, for a journey of the kind specified in rule 134, travelling allowance as for a journey on tour. Exception.

S. R. 136. When a member of the executive council of the Governor General or a political resident of the first class travels by railway when proceeding on or returning from leave, he may travel on the terms described in rule 117. High officials.

S. R. 137. *Cancelled.*

S. R. 138. Subject to the proviso in rule 137, a military sub-assistant surgeon in civil employ, when proceeding on or returning from leave of not less than six months' duration, is entitled to the same concessions which he would receive if he were in military employ.

S. R. 139. A military officer in civil employ, being a departmental or warrant officer, when proceeding on or returning from leave on medical certificate, is entitled to the same concessions which he would receive in military employ.

S. R. 140. The Surveyor General or an administrative superintendent of the Survey of India Department may exercise the following powers:— Concessions to Survey of India subordinates.

(a) He may grant such rail and steamer fares as he considers necessary to khalsis and other menials in the Survey of India Department proceeding on or returning from leave of any kind. Such fares should be paid for the journey to or from the place at which each menial was recruited.

(b) He may grant such travelling allowance as he considers necessary to surveyors and other subordinates when proceeding on or returning from leave if their homes are situated in provinces other than those in which they are employed.

S. R. 141. The Chief Commissioner of the Andaman and Nicobar Islands may grant to a subordinate Government servant recruited from India for permanent service in those islands, when such Government servant takes leave in India, a free passage by sea to and from India for himself, his wife and his children; pro- Concession to subordinates in the Andaman Islands.

vided that such passage shall not be granted more than once in any period of four years.

S. R. 141-A. The following rules apply to members of the Police Force in the Andaman and Nicobar Islands:—

Deck passages without diet by sea or river steamer and third class accommodation by rail are admissible:—

- (a) To all ranks proceeding on or returning from leave on medical certificate or, at intervals of not less than five years, other leave, free of charge. Provided that, instead of third class accommodation, Subadar Majors, Subadars and Jemadars are entitled to intermediate fare, or if there is no intermediate class, second class fare in the case of the first two and third class fare in the case of the last named.

NOTE.—Subadar Majors whose pay exceeds Rs. 200 a month are entitled to second class accommodation for journeys by sea or river steamer and by railway.

- (b) To the families of all ranks accompanying the head of the family to and from his home when proceeding on or returning from leave of any kind free of charge for the deck passage and on payment of a single fare for the railway journey.

NOTE.—The term “family” for the purpose of this rule includes, besides children and one wife, one relative.

- (c) To the families of all ranks joining the head of the family within six months of the expiry of leave of any kind, free of charge for the deck passage, and on payment of a single fare for the railway journey.

- (d) To the families of all ranks who are sent back to India on medical advice and who cannot be accompanied by the head of the family, free of charge for the deck passage, and on payment of a single fare for the railway journey.

Government
servant
recalled
to duty from
leave.

S. R. 142. (a) When a Government servant is compulsorily recalled to duty before the expiry of his leave and the leave is thereby curtailed by not less than one month, he is entitled to draw mileage allowance for the journey from the place at which the order of recall reaches him or, if the journey involves travelling by sea, from the port at which he lands in India to the station to which he is recalled. If the period by which the leave is curtailed is less than a month, mileage allowance may be allowed at the discretion of the authority recalling the Government servant.

(b) If the Government servant recalled to duty is entitled to travelling allowance under rule 124, he may not draw mileage

allowance under clause (a) unless he abandons his claims to the mileage allowance specified in rules 115 and 116 (a) I (i) and II (i).

Government of India's decision.—Passage concessions to civil officers recalled from leave sanctioned in the Government of India, Finance Department, No. 757-E. B., dated 20th May 1921, are admissible not only in cases of recall from the United Kingdom, but, in all cases of recall from leave out of India.

[G. I. F. D. No: 1293-C. S. R., dated 18th Nov. 1922.]

S. R. 143. If a non-gazetted Government servant, on compulsory recall from leave exceeding four months, is posted to a station other than that from which he went on leave, he may, if his pay after transfer does not exceed Rs. 400 and if his new station is distant more than 200 miles from his old station, draw, in addition to the allowance admissible under rule 126, travelling allowance for his family under rule 116 for the journey from the place at which the order of recall reaches him to the new station; provided that the amount so drawn shall not exceed the amount admissible under rule 116 for the journey from the old to the new station.

S. R. 144. A Government servant on joining time under fundamental rule 105 (d) may draw travelling allowance for the journey as for a journey on transfer.

Travelling allowance during joining time under fundamental rule 105 (d).

S. R. 145. A non-gazetted Government servant in superior service on pay not exceeding Rs. 400 a month, when proceeding on leave from or returning from leave to a place in Persia or the Persian Gulf to which he is posted, may transport his family to or from India at Government expense; provided that this concession may be granted for the journey in each direction once only in every period of four years.

Concession to non-gazetted Government servants employed in Persia or the Persian Gulf.

***S. R. 145-A.** Head Warders and Warders of Jails in the Western India States Agency may be granted, when proceeding on leave to and returning from their homes, free railway and steamer tickets not oftener than once in three years.

Section XV.—Journey on retirement, dismissal or termination of employment.

S. R. 146. Unless in any case it be otherwise expressly provided in this section, no person is entitled to any travelling allowance for a journey made after retirement or dismissal from Government service or after the termination of such service.

General restrictions.

S. R. 147. A competent authority may, for special reasons which should be recorded, permit any Government servant to draw travelling allowance for a journey of the kind mentioned in rule 146.

Exception.

* This rule has effect from 1st April 1925.

Concessions
to high
officials.

S. R. 148. When a member of the executive council of the Governor General or a political resident of the first class travels by railway on retiring from the service or on proceeding to join another post after resigning office, he is entitled, if he so desires, to the concession described in rule 117.

Concessions
to Survey
subordinates.

S. R. 149. The Surveyor General or an administrative superintendent of the Survey of India Department may grant such rail and steamer fares as he considers necessary to a discharged *khalasi* or other menial for the journey to the place at which the menial was enlisted.

Concessions
to
subordinates
serving in
the
Andaman
and Nicobar
Islands.

S. R. 150. The Chief Commissioner of the Andaman and Nicobar Islands may grant to any subordinate Government servant employed in the islands a free passage to India for himself and his family on dismissal or retirement. If a subordinate dies while so employed, the Chief Commissioner may similarly grant a free passage to his family.

Concession
to military
officers in
civil employ.

S. R. 151. A military officer in civil employ, being a departmental or a warrant officer, on retirement after service which has earned a pension or gratuity, is entitled to the same right as regards a free passage as if he were retiring from military employ.

Concessions
to
Government
servants
temporarily
employed.

S. R. 152. A person temporarily employed in Government service who has received travelling allowance for the journey to join his post, may, on the termination of his employment, be allowed to draw travelling allowance for the journey to any place; provided that such allowance does not exceed the travelling allowance calculated for the journey to the place at which he was engaged, that the claim to draw travelling allowance is preferred within three months of the termination of his employment and that the officer under whom he is employed is satisfied that he intends to make the journey.

Rates of
travelling
allowance
under this
section.

S. R. 153. Travelling allowance under rules 147 and 152 should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

Section XVI.—Journey to give evidence.

Journey to
give
evidence
of facts of
which he has
official
knowledge.

S. R. 154. The following provisions apply to a Government servant who is summoned to give evidence—

- (a) in a criminal case, a case before a court-martial, a civil case to which Government is a party or a departmental inquiry held by a properly constituted authority in British India, or
- (b) before a court in an Indian State or in foreign territory; provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:—
- (i) He may draw travelling allowance as for a journey on tour, attaching to his bill a certificate of attendance given by the court or other authority which summoned him.

- (ii) When he draws such travelling allowance, he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to Government.
- (iii) If the court in which he gives evidence is situated within five miles of his headquarters and no travelling allowance is therefore admissible for the journey, he may, if he be not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may make.

NOTE.—A Government servant summoned to give evidence while on leave is entitled to the concessions described in this rule.

Government of India's decision.—Travelling allowance is admissible to an officer proceeding to a police station to lodge a complaint or give information of an offence, but under the orders of the Government of India in the Home Department No. 1163, dated 14th September 1874, no allowance is admissible to an officer summoned by a Police officer to give evidence before him.

[G. I. F. & C. D. No. 6170-P., dated 19th Dec. 1894—page 127 of P. & T. Supplement to C. S. R.]

S. R. 155. A Government servant summoned to give evidence in circumstances other than those described in rule 154 is not entitled, by reason of his position as a Government servant, to any payments other than those admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation, apart from payment for travelling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence. Other cases.

Section XVII.—Journey to obtain medical advice.

S. R. 156. If, in order to obtain medical advice, a Government servant is compelled to leave a station at which he is posted and at which there is no medical officer of Government and travel to another station, he may, on production of a certificate from the medical officer consulted that the journey was, in his opinion, absolutely necessary, draw travelling allowance for the journey. General rule.

Government of India's decision.—Travelling allowance is not admissible for a journey undertaken to procure health certificate on first appointment to Government service.

[G. I. F. D. No. 7871-P., dated 26th Dec. 1903, page 128 of Posts and Telegraphs Supplement to C. S. R.]

S. R. 157. If a Government servant is compelled to travel to another station in order to obtain a medical certificate in support of his application for leave, he may draw travelling allowance for the journey; but he may not draw travelling allowance for a journey to obtain the countersignature of a medical officer of Government on such a certificate. Journey to obtain medical certificate.

Previous permission necessary if obtainable.

S. R. 158. The journeys contemplated by rules 156 and 157 should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the Government servant requiring medical advice.

Probationary chaplains.

S. R. 159. A probationary chaplain who is compelled to make a journey in order to obtain from a medical board the health certificate which he must produce before confirmation in Government service may draw travelling allowance for the journey.

Journey to appear before a medical board preliminary to retirement.

S. R. 160. (a) A Government servant who is directed by his official superior, in the interests of the public service, to apply for an invalid pension may, if he be required to make a journey in order to appear before a medical board, draw his actual travelling expenses, subject to a maximum of the amount of travelling allowance calculated for the journey. If it be necessary for him to return to his headquarters after appearing before the medical board, he may draw his actual expenses subject to the same maximum. In both cases his travelling allowance bill must be supported by a certificate that he was directed to apply for an invalid pension in the interests of the public service and that he did not voluntarily ask to retire.

(b) A competent authority may allow actual expenses, as limited by clause (a) of this rule, to be drawn by a Government servant who voluntarily applies for an invalid pension; provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

Journey to appear before a medical board in other circumstances.

S. R. 161. Except as provided in rules 159 and 160, no travelling allowance is admissible for a journey undertaken in order to appear before a medical board.

Rates of travelling allowance under this section.

S. R. 162. Travelling allowance under rules 156, 157, 159 and 160 (a) should be calculated as for a journey on tour, but no allowance may be drawn for halts on the journeys.

Section XVIII.—Journey in attendance on an incapacitated Government servant.

S. R. 163. If a Government servant, under the advice of a civil surgeon or other medical officer of Government whose duty it is to attend him professionally, is required to travel to a presidency town or elsewhere; either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant, if a Government servant, shall be deemed to have been travelling on duty and may draw travelling allowance for the outward and return journey as for a journey on tour; if not a Government servant, he shall be entitled to actual expenses.

Section XIX.—Journey on a course of training.

S. R. 164. When a Government servant or a student not already in Government service is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw—

- (a) travelling allowance for the original journey to and the last journey from the place of training, and for halts at such place;
- (b) in the case of training at a school, college or similar institution, travelling allowance for similar journeys on the occasion of holidays and vacations; and
- (c) travelling allowance for journeys during the course of training:

provided that the scale so fixed shall not exceed that admissible to Government servants of similar status on duty at the place of training.

[For rates of travelling allowance admissible to Posts and Telegraphs officials deputed to undergo a course of training, see Appendix 22.]

Government of India's decision.—The Government of India have decided that the candidates selected in India for Imperial services proceeding to the United Kingdom for a period of probation should be provided with Peninsular and Oriental 2nd class "A" passages, but no railway fare up to the port of embarkation shall be allowed.

[G. I. H. D. letter No. F.-544-Estt., dated 14th Aug. 1922.]

Section XX.—Journey to attend a darbar or levée.

S. R. 165. A Government servant who is permitted to attend a darbar or a levée elsewhere than at his headquarters may draw travelling allowance for the journey as for a journey on tour.

CHAPTER IV.—TRAVELLING ALLOWANCE ADMISSIBLE WHEN MEANS OF TRANSPORT ARE SUPPLIED WITHOUT COST TO THE GOVERNMENT SERVANT TRAVELLING.

Section XXI.—Supply of free accommodation on railway journeys.

S. R. 166. The provision by Government of special railway Carriages accommodation for the exclusive use of particular Government servants requires the sanction, in each case, of the Secretary of State reserved for the exclusive use of high officials. in Council. Of the Government servants to whom these rules apply, officials.

such sanction has been given in the case of the officers named in the following list to the extent shown in the second column of the list :—

- | | |
|---|--|
| (a) His Excellency the Viceroy and Governor General. | One standard gauge and
• one metre gauge train. |
| (b) Each member of the executive council of the Governor General. | One standard gauge
saloon. |
| (c) The Agent to the Governor General in Rajputana. | One metre gauge saloon. |
| (d) The Agent to the Governor General in Central India. | One standard gauge
saloon. |
| (e) The Agent to the Governor General and Chief Commissioner in Baluchistan. | One standard gauge
saloon. |
| (f) The Chief Commissioner and Agent to the Governor General in the North-West Frontier Province. | One standard gauge
saloon. |
| (g) Each member of the Railway Board. | One standard gauge
saloon. |
| (h) The Chief Engineer with the Railway Board. | One inspection carriage. |

S. R. 167. When for any reason his special carriage is not available for the use of any of the officials named in rule 166, such official may reserve by requisition an inspection carriage.

Reservation
of inspection
carriages.

S. R. 168. The Governor-General in Council may grant to any Government servant the general right to reserve by requisition an inspection carriage when travelling by railway on tour. Of the Government servants to whom these rules apply, this right has been granted to the following officials :—

- (a) The Foreign and Political Secretaries to the Government of India when travelling on special tours of duty.
- (b) The Consulting Engineer to the Government of India.
- (c) The Director, Intelligence Bureau.
- (d) The Political Resident in Mysore, for journeys over the Mysore State Railway and the connected metre gauge lines.
- (e) The Political Resident at Hyderabad, for journeys within the Hyderabad State.
- (f) Military Adviser-in-Chief, Indian State Forces.

Reservation
of ordinary
first class
carriages.

S. R. 169. The Governor-General in Council may grant to any Government servant the general right to reserve by requisition an ordinary first class carriage of two compartments when travelling

by railway on duty. Of the Government servants to whom these rules apply, this right has been granted to the following officials:—

- (a) The Political Resident at Hyderabad, when travelling elsewhere than in the Hyderabad State.
- (b) The Political Resident in Mysore, when travelling elsewhere than on the Mysore State Railway and connected metre gauge lines.
- (c) The Political Resident in the Persian Gulf.
- (d) The Agent to the Governor General in the States of Western India.

S. R. 170. The Governor-General in Council may grant to any Government servant or class of Government servants the general right to reserve by requisition an ordinary first class compartment when travelling by railway on duty. Of the Government servants to whom these rules apply, this right has been granted to the following officials when making journeys by railway of over six hours' duration or journeys any part of which falls between the hours of 11 P.M. and 6 A.M.:—

Reservation
of first class
compartment-
ments.

- (a) The Auditor General.
- (b) The Presidents of the Council of State and the Legislative Assembly.
- (c) Secretaries to the Government of India and the Financial Adviser, Military Finance.
- (d) The Political Resident at Baroda.
- (e) The Political Resident in Kashmir, when travelling between Sialkot and Jammu.
- (f) The Educational Commissioner with the Government of India.
- (g) The Sanitary Commissioner with the Government of India.
- (h) The Director General, Indian Medical Service.
- (i) The Surveyor General.
- (j) The Controller of the Currency.
- (k) The Chief Engineer, Telegraphs.
- (l) The Agent to the Governor-General, Punjab States.
- (m) The Director General of Posts and Telegraphs.
- (n) The Agricultural Adviser to the Government of India.
- (o) The Controller of Civil Accounts.

S. R. 171. (a) When for any reason an inspection carriage or a first class carriage, as the case may be, is not available for the use of a Government servant empowered under rule 168 or 169, he may reserve by requisition an ordinary first class compartment.

(b) Such a Government servant may, for any journey, at his option, reserve by requisition a first class compartment in lieu of an inspection or first class carriage.

NOTE.—For the purposes of rules 170 and 171, a first class compartment means a compartment with the smallest number of berths (or seats where seats only are provided), other than coupé compartments, available in the train by which a Government servant travels.

Procedure of requisition.

S. R. 172. The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway Board.

Effect of requisition of a carriage.

S. R. 173. When a Government servant travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

Free passes.

S. R. 174. The issue of free passes for journeys by railway is regulated by rules made in this behalf by the Railway Board.

Section XXII.—Travelling allowance admissible when the whole or part of the means of conveyance is supplied without charge.

Sub-section (i).—Journeys by railway.

Journeys made by railway in accommodation reserved by requisition.

S. R. 175. The travelling allowance admissible to a Government servant who makes a journey by railway in accommodation reserved by requisition is prescribed in sub-section (iv) of section IX and elsewhere in these rules.

Free transit by railway otherwise than in accommodation reserved by requisition.

S. R. 176. When a Government servant is entitled to or is allowed free transit by railway otherwise than in accommodation reserved by requisition, whether on a free pass or otherwise, the mileage allowance which he draws for the journey must, except in cases covered by rule 82, 83, 84 or 85, be reduced by the amount of the fare which, but for such free transit, he would have paid. This rule applies to cases in which a free pass is issued on any railway, whether worked by Government or not. The reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made.

Director General's Instructions.—A railway pass issued to an officer of this Department allows the free transit of one or two servants according as the pass is a second or a first class one, respectively. In his travelling allowance bill the officer has to deduct the value of the servant's fare or fares he would otherwise have paid had he not taken advantage of the concession allowed by the pass. The use of the word "servant" has apparently led officers to think that peons are not covered by the pass and their fares should always be paid for in cash whether the concession is utilised to the full or not. This, however, is a misapprehension.

All officers using railway passes should make use of the concession allowed by the passes to the full by conveying their peon or peons on the passes.

[D. G. P. T. (Tel. Eng.) G. O. No. 44, dated 25th Feb. 1925.]

Government servant in receipt of

S. R. 177. When a Government servant in receipt of permanent travelling allowance uses a free pass on a railway within his sphere of duty, he must deduct from his permanent travelling allowance

for the month the amount of the railway fares which he would have paid if he had not travelled on a pass.

permanent travelling allowance.

S. R. 178. When a Government servant is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid.

Government servant entitled to travel in a higher class on payment of a lower fare.

S. R. 179. Except as provided in rule 84, a Government servant travelling with a free pass on an unopened line of railway is entitled to the travelling allowance prescribed in rule 182 as limited by rule 184.

Government servant travelling with a free pass on an unopened line of railway.

Sub-section (ii).—Journeys by sea or river steamer.

S. R. 180. When a Government servant travels by sea or river, otherwise than on payment of passage money, in a steamer the cost of which is paid by Government or by a local fund, he may draw no travelling allowance except the daily allowance of his grade; provided that, when his servants and luggage are not conveyed on the vessel but are sent separately at his expense, he may draw in addition the actual cost of transporting them.

Journey by Government vessel.

Auditor General's decision.—Officers travelling in Government vessels are not entitled to recoupment of any portion of the charges payable by them for board provided on the vessels. Under the above rule the officers should settle their messing bills direct with the Commander of the vessel.

[Ar. G.'s No. 779-A., 253-22, dated 16th Nov. 1922.]

S. R. 181. When a Government servant is allowed free transit by sea or river steamer, otherwise than in a Government vessel, the mileage allowance which he draws for the journey must be reduced by the amount of the fare which, but for such free transit, he would have paid. If he travels on a free pass, the reduction made must include the full number of fares covered by the pass, unless the Government servant certifies that he did not use the pass in respect of any fare or fares for which no reduction is made. This rule does not apply to cases in which a Government servant is allowed a free pass by a steamship company without cost to Government; unless the free pass is issued in connection with his official status or duties or as part of a regular arrangement with Government for the conveyance of mails, etc.

Journey by other than Government vessel.

Sub-section (iii).—Other journeys.

S. R. 182. Except where otherwise expressly provided in these rules, when, on a journey other than a journey by railway or by sea or river steamer, a Government servant uses a means of locomotion provided at the expense of Government, a local fund or an

Free transit by boat, road, etc.

Indian State, and does not pay the cost of its use or propulsion, he is entitled to travelling allowance as follows:—

- (a) If he has not to provide separate conveyance at his own expense for his servants or luggage, he may draw the daily allowance of his grade and may not exchange it for mileage allowance. If, however, part of the journey is made by other means of locomotion, he may at his option draw in lieu of daily allowance the mileage allowance admissible for that part.
- (b) If he has to provide separate conveyance at his own expense for his servants or luggage, he may, if the conditions of rule 76 or 77 are fulfilled, exchange his daily allowance for half the mileage allowance calculated for the journey and draw in addition the mileage allowance admissible for any part of the journey made by other means of locomotion.

Audit Instruction.—When a Government servant performs a journey, other than a journey by railway or by sea or river steamer, by a means of locomotive provided at the expense of an Indian state and does not pay the cost of its use or propulsion, and when such a journey is combined with a journey by railway, the allowance admissible to him should be regulated in accordance with Supplementary Rule 76 modified in respect of the journey other than the Railway journey with reference to the provisions of Supplementary Rule 182.

[Part II of A. I. Cir. No. 27, dated 31st Aug. 1925.]

When the Government servant pays the cost of propulsion.

S. R. 183. When a Government servant is provided with means of locomotion as in rule 182, but pays all the cost of its use or propulsion, he may draw travelling allowance under the ordinary rules, subject to the deduction of such fixed hire or charge as a competent authority may fix.

Exceptions.

S. R. 184. The provisions of rules 182 and 183 do not apply to a Government servant of the fourth grade or to any other Government servant or class of Government servants to whom a competent authority may declare them to be inapplicable.

They do not apply to Government servants who are provided with elephants required for the conduct of professional operations and not for their private use.

[For a list of Government servants to whom Supplementary Rules 182 and 183 have been declared to be inapplicable, see Appendix 23.]

Director General's Instructions.—No fourth class officer may, for a journey by road, exchange his daily allowance for mileage when the means of locomotion are provided at the expense either of the State or of Local Funds or by the superior with whom he may be travelling.

[D. G. P. O.'s Cir. No. 75, dated 25th Feb. 1890, page 115 of Posts and Telegraphs Supplement to O. S. R.]

S. R. 185. A Government servant, who travels by a motor-car which has been supplied to him at the expense of Government on the condition that he himself bears the ordinary cost of maintenance, may draw travelling allowance as for a journey on tour, but the amount of the mileage allowance which he may draw is limited by the following conditions:—

Journeys by Government motor-car.

- (a) If he travels by the motor-car more than 20 miles in one day, he may draw for the first 20 miles the mileage allowance of his grade and for the remainder of the journey three-fourths of such mileage allowance
- (b) If he combines with a journey by the motor-car a road journey by other conveyance, he may draw the mileage allowance admissible for the first 20 miles or for the journey by other conveyance, whichever is greater, and for the remainder of the journey three-fourths of such mileage allowance.
- (c) If he combines with a journey by road, whether made wholly or partly in the motor-car, a journey by railway or steamer, he may draw mileage allowance for the journey by railway or steamer in addition to the allowances admissible under clauses (a) and (b) of this rule for the journey by road.

Chauffeurs of Government motor-cars.

S. R. 186. The chauffeur of a motor-car supplied at the expense of Government, when making a journey by road on the motor-car in his charge, may draw travelling allowance under the provisions of rule 182 (a) if the journey involves an absence of at least one night from his headquarters. For a journey which does not involve such an absence he is entitled to no travelling allowance.

CHAPTER V.—GRANT OF TRAVELLING ALLOWANCE TO PERSONS WHO ARE NOT IN THE CIVIL SERVICE OF THE CROWN.

Section XXIII.—Government servants in military employ.

General rule.

S. R. 187. Except as provided in rule 188, the travelling allowance admissible to Government servants in military employ is governed by military regulations.

Military officers invited to attend a darbar or levée.

S. R. 188. When a commissioned Indian Military Officer of the regular forces, the military police or the militia, whether on the active or the retired list, is invited to attend a darbar or levée at a place other than that at which he is stationed or has his residence, a competent authority may grant him travelling allowance for the journey subject to the following limits:—

- (a) For the journey from his station or place of residence to the place at which the darbar or levée is held and thence back to his starting point, single railway and steamer fares actually paid, and actual travelling expenses for journeys by road subject to the maximum admissible to a Government servant of the first grade.

- (b) For halts at the place at which the darbar or levée is held, a daily allowance of Rs. 4½.

Section XXIV.—Other persons.

Honorary
Magistrates.

S. R. 189. An Honorary Magistrate, not being a Government servant, may, when employed on Government work under the orders of a District Magistrate or Sub-divisional Officer at a distance exceeding five miles from his headquarters, or when the bench which he attends is situated at a similar distance from his residence, draw for journeys by railway double second class fare and for journeys by road annas four for each mile travelled. During halts when similarly employed, he may draw daily allowance of Rs. 4½ subject to the conditions applicable to halts of Government servants on tour.

Persons
attending
commissions
of inquiry,
etc.

S. R. 190. (a) When any person, not being a Government servant, is required to attend any meeting of a commission of inquiry or of a board, conference, committee or departmental inquiry convened under proper authority, or is required to perform any public duties in an honorary capacity, a competent authority may grant him travelling allowance for the journey calculated under the ordinary rules for the journey of a Government servant on tour; and for this purpose may, with due regard to such person's position in life, declare, by general or special order, the grade to which he shall be considered to belong.

(b) In a case of the kind contemplated by clause (a) of this rule, a competent authority may, in its discretion, grant to the person concerned his actual travelling, hotel and carriage expenses instead of travelling allowance under that clause, if it considers that such allowance would be inadequate.

(c) A competent authority may delegate the power conferred upon it by clause (a) of this rule to the Government servant presiding over the meeting of the commission or other body which the person concerned is required to attend.

[For Administrative Instructions issued by the Governor General in Council regarding "Grant of travelling allowance to persons not in the Civil Service of the Crown, who are required to attend commissions of enquiry, etc.," see Part VII (2) of Appendix 3.]

CHAPTER VI.—CONTROLLING OFFICERS.

Section XXV.—Signature on travelling allowance bills.

Controlling
officer to be
declared by
competent
authority.

S. R. 191. A competent authority shall declare what authority shall be the controlling officer, for travelling allowance purposes, of each Government servant or class of Government servants. It may, if it thinks fit, declare that any particular Government servant shall be his own controlling officer.

[A list of Government servants of the Post and Telegraph Department declared as controlling officers for travelling allowance purposes is given in Appendix No. 24.]

Government of India's declaration.—

(1) The following heads of departments under the Finance Department shall be their own controlling officers for travelling allowance purposes :

- (1) Auditor General.
- (2) Controller of Currency.
- (3) Accountants General and Comptroller, Assam.
- (4) Deputy Controllers of Currency.
- (5) Chief Auditors and Government Examiners of Railway Accounts (except Assam Bengal Railway).
- (6) Mint and Assay Masters.

For officers subordinate to them, they shall be competent to declare what authority shall be the Controlling officer.

[G. I. F. D., No. 431-E. B., dated 12th May 1922.]

(2) The Government of India have declared that the Director General of Posts and Telegraphs shall be his own controlling authority for the purpose of rule 191 of the Supplementary Rules.

[G. I. I. L. D., No. 67-P. T. E., dated 8th July 1926.]

S. R. 192. Except as provided in rule 193, no bill for travelling allowance, other than permanent travelling allowance, shall be paid unless it be signed or countersigned by the controlling officer of the Government servant who presents it. Signature
controlling
officer
necessary on
a travelling
allowance bill.

S. R. 193. The following classes of Government servants may present bills for travelling allowance without the countersignature of the controlling officer :— Exceptions.

- (a) Chaplains; provided that the bill is accompanied by the order, authorising the journey, of—
 - (i) the Bishop or Commissary of the diocese, in the case of a chaplain of the Church of England, or
 - (ii) the Presidency Senior Chaplain, in the case of a chaplain of the Church of Scotland.
- (b) Deputy Auditors General, the Examiner of Government Press Accounts and the Auditor of the Custom House Accounts in India; provided that duplicate bills are at the same time forwarded to the Auditor General for countersignature and transmission to the audit officer.
- (c) Non-gazetted Government servants; provided that detailed and countersigned bills are subsequently submitted to the audit officer for adjustment.

Government of India's orders.—The Assistant Accounts Officer employed under the Director of Commercial Audit in connection with the audit of the Army Factory Accounts is exempted from the operation of Supplementary Rule 192 and is authorised to present his travelling allowance bills for encashment in anticipation of the signature of the controlling officer.

[G. I. F. D. No. D./2007-F. E., dated 4th July 1925.]

Delegation
of duty of
counter-
signature.

S. R. 194. Except where expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

Section XXVI.—Duties and powers.

S. R. 195. It is the duty of a controlling officer, before signing or countersigning a travelling allowance bill;—

- (a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration;
- (b) to scrutinise carefully the distances entered in travelling allowance bills;
- (c) to satisfy himself that, where the actual cost of transporting servants, personal effects, etc., is claimed under these rules, the scale on which such servants, effects, etc., were transported was reasonable; and to disallow any claim which, in his opinion, does not fulfil that condition;
- (d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance; and
- (e) to observe any subsidiary rules which a competent authority may make for his guidance.

Director General's Instructions.—All controlling officers are requested to see that claims for the cost of transporting personal effects under S. R. 116 (a) I (iii) are supported by receipts or vouchers.

[D. G. P. T.'s (P. O.) G. O. No. 2, dated 10th April 1924.]

PART III.—RECORDS OF SERVICE.**Division VII.**

[Rules made by the Governor General in Council under Fundamental Rule 74 (a)(iv).]

Gazetted Government servants.

S. R. 196. A record of the services of a gazetted Government servant will be kept by such audit officer and in such form as the Auditor General may prescribe.

Non-gazetted Government servants.

S. R. 197. A service book in such form as the Auditor General *Service books.* may prescribe must be maintained for every non-gazetted Government servant holding a substantive post on a permanent establishment, with the following exceptions:—

- (a) Government servants the particulars of whose service are recorded in a history of services or a service register maintained by an audit officer.
- (b) Policemen of rank not higher than that of head constable.
- (c) Postmen and village postmen.
- (d) Permanent subordinate non-pensionable servants in state railways, for whom a special form of record has been prescribed.
- (e) Inferior servants of all sorts.

S. R. 198. In all cases in which a service book is necessary under rule 197, such a book must be supplied for a Government servant, at his own cost, on his first appointment to Government service. It must be kept in the custody of the head of the office in which he is serving and transferred with him from office to office. It may be given up to the Government servant if he resigns or is discharged from the service without fault, an entry to this effect being first made in the service book.

S. R. 199. Every step in a Government servant's official life must be recorded in his service book, and each entry must be attested by the head of his office, or, if he himself is the head of an office, by his immediate superior. The head of the office must see that all entries are duly made and attested, and that the book contains no erasure or over-writing, all corrections being neatly made and properly attested.

S. R. 200. Every period of suspension from employment and every other interruption of service must be noted, with full details of its duration, in an entry made across the page of the service

book and must be attested by the attesting officer. It is the duty of the attesting officer to see that such entries are promptly made.

S. R. 201. Personal certificates of character must not, unless the head of the department so direct, be entered in a service book but, if a Government servant is reduced to a lower substantive post, the reason of the reduction must be briefly shown.

S. R. 202. It is the duty of every Government servant to see that his service book is properly maintained as prescribed in rule 199, in order that there may be no difficulty in verifying his service for pension. The head of the office should therefore permit a Government servant to examine his service book should he at any time desire to do so.

S. R. 203. If a Government servant is transferred to foreign service, the head of his office or department must send his service book to the audit officer. The audit officer will return it after noting in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary. On the Government servant's re-transfer to Government service, his service book must again be sent to the audit officer, who will then note in it, over his signature, all necessary particulars connected with the foreign service. No entry relating to the time spent in foreign service may be attested by any authority other than the audit officer.

Service rolls.

S. R. 204. In the case of policemen of rank not higher than that of head constable, there must be maintained for each district by the District Superintendent of Police a service roll in English, in which the following particulars should be recorded for each man holding substantively a permanent post in the constabulary:—

- (a) The date of his enrolment.
- (b) His caste, tribe, village, age, height and marks of identification when enrolled.
- (c) The rank which he from time to time holds, his promotions, and his reductions or other punishments.
- (d) His absences from duty, with or without leave.
- (e) Interruptions in his service.
- (f) Every other incident in his service which may involve forfeiture of a portion of it or may affect the amount of his pension.

The roll must be checked by the vernacular roll and order book and the punishment register and every entry in it must be signed by the District Superintendent.

S. R. 205. A service roll as described in rule 204 must be maintained for every other class of non-gazetted Government servant for whom no service book is necessary, except runners, boatmen and coolies in the Post Office Department and the Government servants mentioned in exceptions (a) and (d) under rule 197.

PART IV.—LEAVE.

Division VIII.—Authorities empowered to grant leave.

(Rules made by the Governor General in Council under Fundamental Rule 66.)

S. R. 206. Any leave, other than special disability leave, admissible under the fundamental rules may be granted to a non-gazetted Government servant by the authority whose duty it would be to fill up his post if it were vacant. Non-gazetted Government servants.

[For a list of authorities in the Posts and Telegraphs Department empowered to grant leave, see Appendix 25.]

S. R. 207. No leave may be granted to a gazetted Government servant until a report as to the admissibility of the leave has been obtained from the audit officer. Gazetted Government servants.

S. R. 208. On the receipt of such a report, any leave, other than special disability leave, admissible under the fundamental rules may be granted to a gazetted Government servant by a competent authority.

Division IX.—Combination of holidays with leave and joining time.

(Rules made by the Governor General in Council under Fundamental Rule 68.)

S. R. 209. When the day immediately preceding the day on which a Government servant's leave begins or immediately following the day on which his leave or joining time expires is a holiday or one of a series of holidays, the Government servant may leave his station at the close of the day before, or return to it on the day following, such holiday or series of holidays; provided that— General rule.

- (a) his transfer or assumption of charge does not involve the handing or taking over of securities or of moneys other than a permanent advance; .
- (b) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties, and
- (c) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

Accountant General's decision.—For the purpose of this rule, the days of rest earned by a sorter after performing his prescribed duty should not be treated as “holidays.” (The Government of India in the Department of Industries and Labour have accepted this decision.)

[A. G. P. T. No. Mis.-2810/L.-423, dated 12th Dec. 1923.]

Exception.

S. R. 210. On condition that the departing Government servant remains responsible for the moneys in his charge, a competent authority may declare that proviso (a) under rule 209 is not applicable to any particular case.

**Effect on
pay &
allowances.**

S. R. 211. Unless the competent authority in any case otherwise direct—

- (a) if holidays are prefixed to leave, the leave and any consequent re-arrangement of pay and allowances take effect from the first day after the holidays, and
- (b) if holidays are affixed to leave or joining time, the leave or joining time is treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from, the day on which the leave or joining time would have ended if holidays had not been affixed.

Division X.—Form of medical certificate of fitness to return to duty.

(Rules made by the Governor General in Council under Fundamental Rule 71.)

**Form of
certificate.**

S. R. 212. A Government servant who has taken leave in Asia on medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form:—

I, A.B.,- do hereby certify that I have
examined C. D. of the- Department and
that I consider him fit to resume his duties in Government
service.

**By whom
signed.**

S. R. 213. If the Government servant on leave is a gazetted officer, such certificate should be signed by a commissioned medical officer or a medical officer in charge of a civil station. If the Government servant on leave is not a gazetted officer, the competent authority may, in its discretion, accept a certificate signed by any registered medical practitioner.

Division XI.—Leave procedure in the case of Government servants in India.

[Rules made by the Governor General in Council under Fundamental Rule 74 (a) (i) and (ii).]

Section I.—Leave Accounts.

S. R. 214. The leave account required by fundamental rule 76 By whom shall be maintained in such form as the Auditor General may pre-maintained. scribe.

S. R. 215. (a) The leave account of a gazetted Government servant shall be maintained by, or under the direction of, the principal auditor responsible for the audit of his pay.

(b) The leave account of a non-gazetted Government servant shall be maintained by the head of the office in which he is employed.

Section II.—Application for leave.

S. R. 216. Except as provided in rules 217 and 218, an application for leave or for an extension of leave must be made to the authority competent to grant such leave or extension. To whom application should be made.

S. R. 217. An application for leave by a chaplain must be forwarded, through the proper channel, to the Bishop of the Diocese; whether such Bishop is or is not competent to grant the desired leave.

S. R. 218. An application by a commissioned medical officer in permanent or temporary civil employ for leave exceeding four months, other than leave on medical certificate, or for an extension of such leave, must be submitted to the local administrative medical officer, by whom it will be forwarded to the Director-General, Indian Medical Service. The Director-General will countersign the application if the state of the public service admits of the grant of the leave; otherwise, he will abstain from countersigning it. In either case, he will forward the application for disposal to the authority competent to grant the leave.

S. R. 219. A Government servant transferred to foreign service must, before taking up his duties in foreign service, make himself acquainted with the rules or arrangements which will regulate his leave during such service.

S. R. 219-A. A Government servant on Foreign Service in India should submit all applications for leave, other than leave on average pay not exceeding four months, with the report of the Account Officer, through his employer to the authority competent to sanction the leave.

*Section III.—Medical certificates.**General rules.*

S. R. 220. Medical officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties. In such cases, the opinion that the Government servant is permanently unfit for Government service should be recorded in the medical certificate.

S. R. 221. Every certificate of a medical committee or a medical officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Government servant under the terms of his contract or of the rules to which he is subject.

Procedure in the case of gazetted Government servants.

S. R. 222. Before a gazetted Government servant can be granted leave, or an extension of leave, on medical certificate, he must obtain a certificate in the following form or as nearly in that form as the circumstances permit:—

“ I, A. B., Surgeon at (or of).....do hereby certify that C. D., of the.....service (or Department), is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgment, a change of air is essentially necessary to his recovery, and do therefore recommend that he may be permitted to proceed to.....”

This certificate should be accompanied by a statement of the Government servant's case in such form as the local Government of the province in which he is serving may prescribe.

S. R. 223. Having secured such a certificate, the Government servant must, except in cases covered by rule 226, obtain the permission of the head of his office or, if he himself is the head of an office, of the head of his department to appear before a medical committee. He should then present himself with two copies of the statement of his case before such a committee. The committee will be assembled under the orders of the Administrative Medical Officer of the province in which the Government servant is serving, who will, where practicable, preside over it. The committee will be assembled either at the headquarters of the province or at such other place as the local Government may appoint.

S. R. 224. Before the required leave or extension of leave can be granted the Government servant must obtain from the committee a certificate to the following effect:—

“ We do hereby certify that, according to the best of our professional judgment, after careful personal examination of the case, we consider the health of C. D. to be such as to render leave of absence for a period of.....months absolutely necessary for his recovery.”

S. R. 225. Before deciding whether to grant or refuse the certificate, the committee may, in a doubtful case, detain the applicant under professional observation for a period not exceeding fourteen days. In that case it should grant to him a certificate to the following effect:—

“C. D. having applied to us for a medical certificate recommending the grant to him of leave, we consider it expedient, before granting or refusing such a certificate, to detain C. D. under professional observation for.....day*.”

S. R. 226. If the state of the applicant's health is certified by a commissioned medical officer of Government or by a medical officer in charge of a civil station to be such as to make it inconvenient for him to present himself at any place in which a committee can be assembled, the authority competent to grant the leave may accept, in lieu of the certificate prescribed in rule 224, either—

- (a) a certificate signed by any two medical officers, being commissioned medical officers or medical officers in charge of civil stations, in whatsoever province they may be serving; or
- (b) if the authority considers it unnecessary to require the production of two medical opinions, a certificate signed by an officer in medical charge of a civil station and countersigned by the collector of the district or the commissioner of the division.

S. R. 227. The grant of a certificate under rule 224 or 226 does not in itself confer upon the Government servant concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited.

S. R. 228. An application by a non-gazetted Government servant in superior service for leave, or for an extension of leave, on medical certificate, must be accompanied by a certificate from the applicant's medical attendant. Such certificate should distinctly state the nature of the illness, its symptoms, probable causes and duration, and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health. It should be countersigned by a Presidency Surgeon, if the applicant is in a Presidency town; otherwise, by the officer in chief medical charge of the district in which the applicant resides. The authority competent to grant the leave may, however, in its discretion accept a certificate from the applicant's medical attendant without such countersignature; or, if the applicant be a female, may either dispense with countersignature or accept the countersignature of any female medical practitioner. The possession of a certificate such as is prescribed in this rule does not in itself confer upon the Government servant concerned any right to leave.

Procedure in the case of non-gazetted Government servants, in superior service.

S. R. 229. No certificate should be submitted for countersignature without the cognisance of the head of the office in which the applicant is serving.

S. R. 230. The countersigning officer may, in his discretion, require the applicant to appear before him, unless it appears from the certificate of his medical attendant that he is too ill to bear the journey. In the latter case, the officer may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit.

Procedure in the case of non-gazetted Government servants in inferior service.

S. R. 231. In support of an application for leave, or for an extension of leave, on medical certificate from a non-gazetted Government servant in inferior service, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

Section IV.—Grant of leave.

Priority of claims to leave

S. R. 232. In cases where all applications for leave cannot, in the interests of the public service, be granted, an authority competent to grant leave should, in deciding which application should be granted, take into account the following considerations:—

- (a) The Government servant's who can, for the time being, best be spared.
- (b) The amount of leave due to the various applicants.
- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
- (d) The fact that any such applicant was compulsorily recalled from his last leave.
- (e) The fact that any such applicant has been refused leave in the public interests.

Grant of leave to a Government servant who is unlikely to be fit to return to duty.

S. R. 233. When a medical committee in India has reported that there is no reasonable prospect that a particular Government servant will ever be fit to return to duty, leave should not necessarily be refused to such Government servant. It may be granted, if due, by a competent authority on the following conditions:—

- (a) If the medical committee is unable to say with certainty that the Government servant will never again be fit for service in India, leave not exceeding twelve months in all may be granted. Such leave should not be extended without further reference to a medical committee.
- (b) If the medical committee declares the Government servant to be completely and permanently incapacitated for further service in India, the Government servant should, except as provided in clause (c) below, be invalided from the service, either on the expiration of the leave already granted to him, if he is on leave when examined by the

committee, or, if he is not on leave, from the date of the committee's report.

- (c) A Government servant declared by a committee to be completely and permanently incapacitated may, in special cases, be granted leave, or an extension of leave, not exceeding six months as debited against the leave account, if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Government servant's breakdown in health has been caused in and by Government service, or when the Government servant has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for pension.

S. R. 234. Leave should not be granted to a Government servant who ought at once to be dismissed or removed from Government service for misconduct or general incapacity.

(Grant of leave to a Government servant who ought to be dismissed.

S. R. 235. If, in a case not covered by rule 234, an authority competent to remove a Government servant from service decides, before such Government servant departs from India on leave, that he will not be permitted to return to duty in India, it must inform him to that effect before he leaves India.

Procedure when a Government servant is not allowed to return to duty after leave.

S. R. 236. If, when a Government servant is about to depart from India on leave, it is necessary to consider the propriety of removing him for incapacity, whether mental or physical, which is of such a nature that it is impossible to decide, before he leaves India, whether it will be permanent or temporary; or if for any reason it is considered inexpedient that a Government servant on leave should return to India; a full report of the circumstances must be made by the Governor General in Council to the India Office in time to enable the Secretary of State in Council to take any necessary measures before the Government servant would in the ordinary course be permitted to return to duty. The report should in any case reach the India Office at latest three months before the end of the Government servant's leave. Local administrations must communicate the facts to the Governor General in Council in time to permit of the punctual submission of such report.

S. R. 237. When leave on medical certificate has been granted to a Government servant or, in the case of a military officer in civil employ, when the grant of such leave has appeared in orders, if such Government servant or military officer proposes to spend his leave in Europe, North Africa, America or the West Indies, the Governor General in Council or the local administration, as the case may be, must without delay forward a copy of the medical statement of the case to the High Commissioner for India.

Cases in which a copy of the medical statement of a case must be forwarded to the High Commissioner.

S. R. 237-A. When a Government servant who has been granted leave for reasons of health proceeds to any of the localities named in Rule 252, the authority which granted the leave shall inform the High Commissioner for India whether a certificate of fitness is required under the second sentence of Fundamental Rule 71.

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Section V.—Departure on leave.

Procedure
when depart-
ing on leave
out of India.

S. R. 238. Every Government servant proceeding on leave out of India should procure from the audit officer and take with him a copy of the memorandum of information issued for the guidance of Government servants proceeding on leave out of India. If the leave has been granted on a medical certificate, he must take a copy of the medical statement of his case also.

S. R. 239. A Government servant taking leave out of India must, if so required by the audit officer, report his embarkation through that officer to the authority which granted his leave, in such form as the Auditor General may prescribe.

Section VI.—Return from leave.

Report of
return.

S. R. 240. A gazetted Government servant, on return from leave, must report his return to the Government under which he is serving. A chaplain must report his return to the Bishop of his diocese also.

Director General's Instructions.—A report of arrival at the port of debarkation on return from leave out of India must be telegraphed to the Head of the Circle concerned or the Director General as the case may be.

[Para. 101, Telegraph Manual, Vol. I (1916).]

S. R. 241. A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave. He must report his return to duty and await orders.

Director General's Instructions.—A gazetted Government servant of the Posts and Telegraphs Department on return from leave out of India must call on the Superintendent in charge of the Telegraph Office or on the Postmaster of the Presidency or Head Post Office at the port of debarkation to see if any order of posting has been kept in waiting for him and in the absence of any such order he must report his return to duty by telegraph to the Director and await orders.

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[Para. 100A, Telegraph Manual, Vol. I (1916).]

Division XII.—Leave procedure in the case of a Government servant on leave out of India.

[Rules made by the Governor General in Council under Fundamental Rule 74 (b).]

Report of arrival in the United Kingdom.

S. R. 242. A Government servant taking leave in the United Kingdom must report his arrival in that country to the High Commissioner for India.

Payment of Leave-salary.

S. R. 243. No Government servant can begin to draw leave salary from the Home Treasury until he has presented to the High Commissioner a leave-salary certificate in such form as the Auditor General may prescribe. Payment at the Home Treasury.

Auditor General's Instructions.—The certificates or reports referred to in paragraph 22 of Appendix 10 to the Audit Code (Appendix 8 to this volume) should be despatched with the least possible delay, to the High Commissioner for India, India Office, in the case of officers who intend to draw their leave salary in England.

[Ar. G.'s No. 163-Code/Ref.-21, dated 21st Feb. 1923.]

S. R. 244. Leave-salary is issued from the Home Treasury monthly in arrear on the first day of each calendar month.

S. R. 245. Payment will be made, at the option of the Government servant drawing leave-salary, by any of the following methods:—

- (a) To the Government servant himself on his personal application.
- (b) To his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate duly filled up and executed. In cases where the banker has guaranteed the Secretary of State or the High Commissioner against loss consequent upon dispensation with proof of existence, a life certificate is unnecessary.

NOTE.—A supply of life certificate forms may be obtained from the High Commissioner.

- (c) To the presenter of a payment form, comprising a receipt and a life certificate, both duly completed by the Government servant.

NOTE.—If the Government servant intimates to the High Commissioner the election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

Payment in a
Colony.

S. R. 246. No Government servant can begin to draw leave-salary from a Colonial treasury until a warrant in form I has been issued in his favour. Such warrants will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the issuing authority to the Colonial authority concerned; the duplicate to the High Commissioner; and the triplicate will be retained by the Government servant. Payment of leave-salary will not be made unless the Colonial authority is in possession of the original and the Government servant of the triplicate of the warrant.

S. R. 247. Each payment of leave-salary must be endorsed upon the back of both the original warrant and the triplicate, and an acknowledgment of receipt must be endorsed by the Government servant upon the back of both copies.

S. R. 248. When no space for the entry of endorsements of payment remains upon the back of a warrant, or when a warrant is lost or destroyed, a fresh warrant will be issued by the original issuing authority on the application of the Government servant submitted through the Colonial disbursing officer.

S. R. 249. If the transfer from one Colony to another of payment of the leave-salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor General in Council and to the High Commissioner.

Transfer of
payment from
the Home
Treasury to
Colony and
vice versa.

S. R. 250. (a) If a Government servant who is drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he may do so on production of his warrant to the High Commissioner.

(b) If a Government servant who is drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant in form I from the High Commissioner, who will forward the original of the warrant to the Colonial authority concerned.

(c) A transfer sanctioned under clause (a) or (b) of this rule must be reported by the Government servant to the Governor General in Council.

Extension of leave.

General rule.

S. R. 251. A Government servant absent from India on leave who desires an extension of his leave must make application for such extension not less than three months before the expiry of his leave. An application made within three months from such expiry will not be considered unless special reasons for consideration exist.

S. R. 252. An application for extension of leave by a Government servant on leave in Europe, North Africa, America or the West Indies must be made to the High Commissioner. Unless the extension is desired on medical grounds or is for a period of not more than fourteen days, the application must be accompanied by evidence that the Government on whose cadre the Government servant is borne has been consulted and has no objection to the extension. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence, and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

Applications by Government servants on leave in Europe, North Africa, America or the West Indies.

Government of India orders—

(1) It has been arranged that notification of the grant of extensions of leave and of permission to return to duty in the case of officers, including military officers, under civil leave rules, serving under departments administered by the several Departments of the Government of India, will in future be sent by the High Commissioner for India to the Department concerned and not to the Finance Department as hitherto and that the necessary communication to Accounts Officers and others will be made by the Department receiving the intimation.

[G. I. F. D., No. 2332-C. S. R., dated 22nd Dec. 1923.]

(2) When an application for extension of leave is received by an authority other than the High Commissioner from a Government servant on leave in any of the localities mentioned in Rule 11 of the Leave Procedure Rules (S. R. 252) framed by the Governor General in Council under F. R. 74 (b), the Local Government will inform the officer whether or not there is any objection to the grant of the desired extension, and if the extension is approved, instruct him to apply to the High Commissioner for the formal grant.

[G. I. F. D. letter No. F./303-C. S. R./25, dated 14th Oct. 1925.]

S. R. 253. If a Government servant on leave in any of the localities named in rule 252 desires, on medical grounds, an extension for a longer period than fourteen days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must, as a general rule, appeal at the India Office for examination by the Board; but in special cases, and particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

S. R. 254. If a Government servant on leave in any of the localities named in rule 252 desires, on grounds other than medical, an extension of leave granted on medical certificate, he must satisfy the Medical Board at the India Office, by the procedure described in rule 253, that he has recovered his health.

Application
by Govern-
ment servants
on leave
elsewhere out
of India.

S. R. 255. An application for extension of leave by a Government servant on leave out of India elsewhere than in the localities named in rule 252 must be made to the authority which granted the leave.

S. R. 256. If an application made under rule 255 is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:—

“ We hereby certify that we have carefully examined C. D. of the.....who is suffering fromand we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on.....
....., shall be extended by.....
months
weeks

Date.....

Place.....

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it be signed by foreigners, it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

Certificate of
leave necess-
ary before
extension can
be granted to
Government
servant to
whom a
leave-salary
certificate has
not been
issued.

S. R. 257. An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate has been issued, or who has exchanged his leave-salary certificate for a warrant before leaving India, unless he produces a certificate of leave in form II.

Return from leave.

Permission to
return.

S. R. 258. A Government servant who is required, by or under fundamental rule 71, to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

S. R. 259. If the Government servant desiring to return is on leave in any of the localities named in rule 252, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in rule 253. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

Government of India's order.—*Vide* Government of India's order (1) under S. R. 252.

S. R. 260. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in rule 252, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

S. R. 261. Permission to return cannot be granted to a Government servant to whom no leave-salary certificate has been issued, or who has exchanged his leave-salary certificate for a warrant before leaving India, until he produces a certificate of leave in form II.

S. R. 262. Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner. A last-pay certificate cannot be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave in form II. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the audit officer his copy of the warrant, which will serve as a last-pay certificate.

Division XIII.—Vacation Departments.

[Rules made by the Governor General in Council under Fundamental Rule 82 (a).]

S. R. 263. A vacation department is a department, or part of a department, to which regular vacations are allowed, during which Government servants serving in the department are permitted to be absent from duty. Government servants who serve in vacation departments.

S. R. 264. The following classes of Government servants serve in vacation departments when the conditions of rule 263 are fulfilled:—

- (a) Educational officers, other than inspecting officers, and their establishments.
- (b) Judicial officers of rank not higher than that of subordinate judge and their establishments.

(c) Any other class of Government servant which a competent authority may declare to be so serving.

S. R. 265. In case of doubt, a competent authority may decide whether or not a particular Government servant is serving in a vacation department.

When vacation is treated as taken.

S. R. 266. A Government servant serving in a vacation department shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required, by general or special order of a higher authority, to perform duty of any kind during such vacation or portion of a vacation; provided that, if he has been prevented by such an order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Division XIV.—Maternity leave.

[Rules made by the Governor General in Council under Fundamental Rule 101 (a).]

S. R. 267. A competent authority may grant to a female Government servant maternity leave on full pay for a period which may extend up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever be earlier.

S. R. 268. Leave of any other kind may be granted in continuation of maternity leave if the request for its grant be supported by a medical certificate.

Division XV.—Hospital leave.

[Rules made by the Governor General in Council under Fundamental Rule 101 (b).]

NOTE.—In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under these Rules shall be reduced by the amount of compensation payable under section 4 (1) D of the said Act.

To whom granted.

S. R. 269. A competent authority may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties:—

(a) Police officers of rank not higher than that of head constable.

(b) Government servants of the Northern India Salt Revenue Department of rank not higher than that of Kotgasht.

- (c) Forest subordinates, other than clerks, in receipt of pay not exceeding Rs. 40.
- (d) Head warders or warders, male or female, of jails or lunatic asylums and matrons of the Jail Department.
- (e) Postmen, mail carriers and mail coachmen.
- (f) Subordinates of the Railway Mail Service.
- (g) Non-pensionable railway servants other than gazetted officers.
- (h) Government servants employed in Government Presses, whether on fixed pay or at piece rates.
- (i) Subordinates employed in Government laboratories.
- (j) Subordinates employed on the working of Government machinery.
- (k) Peons and guards in permanent employ.
- (l) Syces of Government stallions.
- (m) Subordinates of the Bombay Salt Department on pay not exceeding Rs. 40 per mensem.

Accountant General's decision.—Hospital leave may be allowed to peons and porters of the Railway Mail Service.

[A. G. P. T.'s No. Mis.-132/H.-23, dated 13th May 1924.]

S. R. 270. Hospital leave may be granted on leave-salary equal to either average or half average pay, as the authority granting it may consider necessary. Amount of leave-salary.

Accountant General's decisions—

(1) The orders in Government of India Finance Department letter No. 7-C. S. R., dated 8th January 1923 (*vide* entry below F. R. 2) do not apply in the case of Hospital leave. Even under the Civil Service Regulations conditions, the leave-salary of a Government servant on Hospital leave was not limited by the condition that there should not be any extra cost. It is also not so limited under the Supplementary Rules.

(2) The expression "average or half-average pay" is used to comply with a definition in the Fundamental Rules and not with deliberate intention to rule out F. R. 87 which is general.

[A. G. P. T. Nos. Mis.-3445/H.-23 and Mis.-3576/H.-23, dated 25th Feb. 1924 and 6th March 1924 respectively.]

S. R. 271. Except as provided in rule 272, the amount of hospital leave which may be granted to a Government servant is limited to three months on average pay in any period of three years. Hospital leave on half average pay counts, for the purpose of this limit, as half the amount of leave on average pay. Extent of leave.

Accountant General's decision.—The period of "three years" referred to in this Rule should at any time be calculated backward from the end of the actual period of the Hospital leave proposed to be granted, whether on average or half average pay.

[A. G. P. T.'s No. Mis.-3576/H.-23, dated 6th March 1924.]

S. R. 272. The amount of hospital leave which may be granted by the Railway Board to railway subordinates injured while on duty is unlimited, and the Board may delegate to Agents of State Railways such powers in this connection as it may think fit.

Combination
with other
leave.

S. R. 273. Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible; provided that the total period of leave, after such combination, shall not exceed 28 months.

Government of India's decision.—The limit of 8 months (*vide* F. R. 81 (b)) is not applicable when hospital leave is taken in combination with ordinary leave on average pay.

[G. I. F. D. No. F./239-C. S. R., dated 10th Aug. 1926.]

Division XVI.—Seamen's Sick-leave.

[Rules made by the Governor General in Council under Fundamental Rule 102.]

NOTE.—In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under these Rules shall be reduced by the amount of compensation payable under section 4 (1) D of the said Act.

Officers and
petty officers.

S. R. 274. A Government servant serving as an officer, warrant officer or petty officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted by a competent authority leave on leave-salary equal to full pay for a period not exceeding six weeks; provided that such leave shall not be granted if a responsible medical officer certifies that the Government servant is malingering or that his ill-health is due to drunkenness or similar self-indulgence or to his own action in wilfully causing or aggravating disease or injury.

Seamen.

S. R. 275. A seaman disabled in the exercise of his duty may be allowed leave on leave-salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled:—

- (a) A Government medical officer must certify the disability.
- (b) The disability must not be due to the seaman's own carelessness or inexperience.
- (c) The vacancy caused by his absence must not be filled.

Division XVII.—Departmental leave.

[Rules made by the Governor General in Council under Fundamental Rule 2.]

To whom
admissible.

S. R. 276. The following rules govern the grant of leave to Government servants of the following classes serving in the Survey of India Department and not being members of the upper subordinate service or of the establishments of the head quarter officer in Calcutta or Dehra Dun:—

- (a) Subordinates in superior service.
- (b) Menials attached to parties or offices.

S. R. 277. In addition to leave under chapter X of the Fundamental Rules, departmental leave may be granted in the circumstances and on the conditions prescribed in rules 278 to 282.

S. R. 278. (a) Departmental leave may not be granted except to a Government servant whose services are temporarily not required.

(b) It may be granted during the recess by the head of the party or office to which the Government servant belongs: provided, in the case of a menial, that the officer granting the leave considers it desirable to re-employ the menial in the ensuing season.

(c) It may be granted at times other than the recess, for not more than six months at a time, by Superintendents in charge of circles or the Superintendent of the Trigonometrical Survey, provided that the leave is granted in the interests of Government and not at the Government servant's own request; and leave so granted may in special cases be extended by the Surveyor General up to a maximum of one year in all. Leave on medical certificate should never be regarded as granted in the interests of Government.

S. R. 279. Departmental leave may be granted on such leave-salary, not exceeding half pay, as the officer granting the leave may think fit. The leave-salary is payable on return to duty after the expiration of the leave, and is not payable unless the Government servant returns to duty when required by his superior officer to do so. If, however, a Government servant dies while on departmental leave, his leave-salary up to the date of his death will be paid to his heirs. Amount of leave-salary.

S. R. 280. Departmental leave does not count as duty and will be debited to the leave account as though it were leave on half average pay. Effect on leave account.

S. R. 281. Departmental leave may be granted when no leave is due. Departmental leave granted shall not be taken into account when calculating the maximum amount of leave admissible under fundamental rule 82 (a).

S. R. 282. Departmental leave may be combined with any other kind of leave which may be due. Combination with other leave.

S. R. 283. When a Government servant subject to these rules holds a post in which the Surveyor General considers that he is unlikely to be eligible for departmental leave in future, the Surveyor General may, by special order in writing, declare that, with effect from such date, not being earlier than the Government servant's last return from departmental leave, as the Surveyor General may fix, any balance of leave at debit in the Government servant's leave account shall be cancelled. All leave earned after Special concession.

such date will be credited as due in the Government servant's leave account, and all leave taken after such date, including departmental leave, if any, will be debited in it.

Division XVII-A.—Leave admissible to Motor Drivers of the Calcutta General Post Office.

[Rules made by the Governor General in Council under Fundamental Rule 2.]

S. R. 283-A. The only leave which may be granted to a member of the permanent non-pensionable establishment of Motor Drivers of the Calcutta General Post Office shall be as follows:—

Leave on full pay for three weeks in each year. Such leave may not be accumulated.

Division XVIII.—Leave earned by temporary and officiating service.

[Rules made by the Governor General in Council under Fundamental Rule 103 (a).]

Temporary
engineers.

S. R. 284. A competent authority may grant to a temporary engineer of the Public Works or Railway Department leave on such terms and with such leave-salary as it may think fit, provided that the leave and leave-salary are not in excess of those admissible to a Government servant subject to the ordinary leave rules.

Other
Government
servants.

S. R. 285. Leave may be granted to any other Government servant without a lien on a permanent post while officiating in a post or holding a temporary post, provided that the grant of the leave involves no expense to Government. On this condition such a Government servant may be granted—

- (a) leave on leave-salary equivalent to full pay up to one-eleventh of the period spent on duty, subject to a maximum of four months at a time, or
- (b) on medical certificate, leave on leave-salary equivalent to half pay for three months at any one time, or
- (c) extraordinary leave for three months at any one time.

Exception.—In the case of a Government servant officiating in a permanent post, or holding a temporary post, in a vacation department, leave granted under clause (a) of the rule shall be on leave-salary equivalent to half pay; provided that such a Government servant may be granted, under that clause, leave on leave-salary equivalent to full pay to the extent of one month for each year of duty in which he has not availed himself of any part of the vacation.

Audit Instruction.—The different kinds of leave referred to in clauses (a), (b) and (c) of Supplementary Rule 285 are cumulative and not alternative.

[Para. 115 of Manual of Audit Instructions, Vol. II.]

S. R. 285-A. Subject to the general condition that the leave granted shall not be on more favourable terms than if the service had been substantive, permanent and continuous, and to any other conditions that the Governor General in Council may think fit to impose, he may grant to a Government servant whose service is temporary or officiating leave otherwise than under the above rules.

S. R. 286. If such a Government servant is, without interruption of duty, appointed substantively to a permanent post, his leave account will be credited with the amount of leave which he would have earned by his previous duty if he had performed it while holding a permanent post substantively, and debited with the amount of leave actually taken under rule 285. Leave taken under rule 285 is not an interruption of duty for the purpose of this rule.

NOTE.—[For the purpose of this rule, uninterrupted temporary and officiating service rendered before 1st January 1922, including privilege leave taken during such service, may be taken into account in calculating the amount of leave to be credited to the Government servant's leave account. Uninterrupted temporary and officiating service under a provincial Government, whether rendered before or after 1st January 1922, may also be taken into account, if, under the rules laid down by that Government, it would have counted had the Government servant in question continued in the service of that Government without a break till confirmation.]

Auditor General's decision.—The words "interruption of duty" in Supplementary Rule 286, should be interpreted as "cessation of employment in Government service" and the proviso in Article 370, Civil Service Regulations to the effect that the particular temporary office in which service was rendered must eventually have been made permanent is no longer applicable. The interruption of duty referred to in Article 420 (d), Civil Service Regulations is an interruption while that referred to in Article 420 (g) is not an interruption within the meaning of Supplementary Rule 286.

[Ar. G.'s No. 64-A/205-22, dated 17th Jan. 1923.]

Division XIX.—Leave earned by part-time service.

[Rules made by the Governor General in Council under Fundamental Rule 103 (c).]

S. R. 287. A law officer holding one of the posts mentioned in fundamental rule 99, if his pay is fixed at a definite rate but his whole time is not retained for the service of Government, may be granted leave as follows:—

Part-time
law officers.

- (a) Leave on full pay during the vacation of the High or Chief Court within whose jurisdiction he serves; provided that

no extra expense is thereby caused to Government. Such leave will be counted as duty.

- (b) Leave on half pay for not more than six months once only in his service after six years of duty.
- (c) On medical certificate, leave on half pay up to a maximum of 20 months at any one time; provided that three years of duty must intervene between any two periods of leave on medical certificate.
- (d) On the conditions prescribed in fundamental rule 86, extraordinary leave.

S. R. 288. Leave under any one of the clauses of rule 287 may be combined with leave under any other clause.

Division XX.—Leave earned by service remunerated by fees or daily wages.

[Rules made by the Governor General in Council under Fundamental Rule 103 (c).]

Government
servants
remunerated
by fees.

S. R. 289. A Government servant remunerated by fees may be granted leave on the terms laid down in rules 287 and 288, provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government, and that, during leave of the kind contemplated by clause (b) of rule 287, the whole of the fees are paid to the person who officiates in his post.

Government of India's decision.—Leave-salary of Task-work delivery peons who have elected to come under the Fundamental Rules as well as those who have not so elected, is determined as follows:—

- (a) Task-work delivery peons will draw double subsistence allowance only on privilege leave under the old rules or on the leave corresponding to what used to be Privilege Leave, that is to say leave admissible under rule 81 (b) (ii) of the Fundamental Rules, and such peons are not entitled to take leave on average pay or double subsistence allowance on medical certificate up to eight months under the proviso to the rule of Fundamental Rules referred to.
- (b) Any leave taken on medical certificate or any form of leave other than Privilege Leave should be on the ordinary subsistence allowance.
- (c) When the employment of substitutes in place of Task-work peons on any kind of leave is unavoidable they should ordinarily be employed on such task-work fees only as they may be able to earn. If, however, substitutes are not procurable on these terms they may be granted, in

addition to task-work fees, an allowance not exceeding the amount of the subsistence allowance prescribed for the office concerned.

[F. A. P. T.'s No. G. Z.-9, dated 7th August 1923, para. 138-E. of Telegraph Manual, Vol. II (1916).]

S. R. 290. A labourer employed on daily wages in a State railway workshop when temporarily absent from work owing to injuries received while on duty, may be granted by the Railway Board leave on full wages to such extent as may be considered necessary. The Railway Board may delegate to Agents of State railways such powers in this respect as it may think fit. Daily labourers in railway workshops.

The Agents of State railways may delegate to authorities subordinate to them the whole or part of the powers delegated to them in this respect.

NOTE.—In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this Rule shall be reduced by the amount of compensation payable under section 4 (1) D of the said Act.

Division XXI.—Leave earned by probationers and apprentices.

[Rules made by the Governor General in Council under Fundamental Rule 104 (b).]

S. R. 291. Leave may be granted to a probationer if it is admissible under the leave rules which would be applicable to him if he held his post substantively otherwise than on probation. Probationer.

S. R. 292. Leave of the following kinds may be granted to an Apprentice. Apprentice.
apprentice:—

- (a) On medical certificate, leave on leave-salary equivalent to half-pay for a period not exceeding one month in any year of apprenticeship.
- (b) Extraordinary leave under fundamental rule 85.

PART V.—JOINING TIME.

Division XXII.—Amount of joining time admissible.

[Rules made by the Governor General in Council under Fundamental Rule 106.]

S. R. 293. Not more than one day is allowed to a Government General rules. servant in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule.

Accountant General's decision.—The fact that travelling allowance as on tour is granted in the case of short transfers should not affect the grant of full joining time. It is purely for the administrative officer to decide whether full joining time should or should not be granted.

[A. G. P. T. No. Mis.-1145/Sec. 261-IV, dated 26th Aug. 1925.]

S. R. 294. In cases involving a necessary change of station, the joining time allowed to a Government servant is subject to a maximum of 30 days. Six days are allowed for preparation and, in addition, a period to cover the actual journey calculated as follows:—

(a) A Government servant is allowed—

For the portion of the journey which he travels or might travel.	One day for each.
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By railway 250 miles.	} Or any longer time actually occupied in the journey.
By ocean steamer 200 „	
By river steamer 80 „	

By motor-car or horse-drawn
conveyance plying for public
hire 80 „

In any other way 15 „

(b) For any fractional portion of any distance prescribed in clause (a) an extra day is allowed.

(c) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

(d) Travel by road not exceeding five miles to or from a railway station at the beginning or end of a journey does not count for joining time.

(e) A Government servant whose pay does not exceed Rs. 100
• is not ordinarily expected to travel by motor-car or horse-

drawn conveyance plying for public hire, and his joining time is calculated accordingly.

- (f) A Sunday does not count as a day for the purpose of the calculations in this rule, but are included in the maximum period of 30 days.

Director General's Instructions—

(1) In the case of Telegraph Masters and other members of the Signalling establishment of the Traffic Branch who are transferred at their own request and expense, only the actual time occupied in the journey excluding the intervening Sundays, if any, should be allowed as joining time. A ministerial servant transferred at his own request may have joining time up to the limit given in S. R. 294 without incurring the penalty laid down in F. R. 108, but he will not be entitled to draw any pay during the period of transit—*vide* Note 2 below F. R. 107.

[D. G. P. T. No. 764-G./24, dated 10th Oct. 1924, 30th Jan. 1925 and 8th June 1925.]

(2) The concession of six days for preparation will not ordinarily be allowed to Reserve clerks sanctioned for employment in leave vacancies when they are required to move from one office to another. It is, however, at the discretion of the sanctioning authority to grant joining time up to the full time in cases where this is really necessary.

[D. G. P. T. Nos. A. M.-20 and 22-A. P., dated 11th April 1923 and 15th March 1924.]

(3) Six days for preparation should *not* ordinarily be allowed on the occasion of journeys to and from the place of training to an official of the Post Office and also in cases where after training an official is posted to a station other than the one from which he proceeded to the Training Class directly or in continuation of leave on average pay for not more than four months. The actual period taken in transit should however be calculated as in S. R. 294. Joining time so calculated should be allowed even in cases in which leave on average pay not exceeding four months precedes or succeeds the period of training.

[D. G. P. T. Memo. No. 228-B., dated 12th Dec. 1923.]

Minimum in the case of Government servants returning from long leave out of India.

S. R. 295. When a Government servant, returning from leave out of India exceeding four months, takes joining time before joining his post, his joining time shall be calculated as prescribed in rule 294; provided that it shall, if he so desire, be subject to a minimum of ten days.

Route by which calculated.

S. R. 296. By whatever route a Government servant actually travels, his joining time shall, unless a competent authority for special reasons otherwise order, be calculated by the route which travellers ordinarily use.

S. R. 297. If a Government servant is authorised to make over charge of a post elsewhere than at its headquarters, his joining time shall be calculated from the place at which he makes over charge. Time and place from which joining time is calculated.

S. R. 298. If a Government servant is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

S. R. 299. If a Government servant takes leave while in transit from one post to another the period which has elapsed since he handed over charge of his old post must be included in his leave, unless the leave is taken on medical certificate. In the latter case, the period may be treated as joining time.

S. R. 300. If a Government servant is appointed to a new post while on leave of less than four months' duration, his joining time will be calculated from his old station or from the place in which he received the order of appointment, whichever calculation will entitle him to the less joining time.

Audit Instruction.—See Audit Instruction (5) below F. R. 105.

S. R. 301. A competent authority may in any case extend the joining time admissible under these rules, provided that the general spirit of the rules is observed. Special concessions.

S. R. 302. Within the prescribed maximum of 30 days, a competent authority may, on such conditions as it thinks fit, grant to a Government servant a longer period of joining time than is admissible under the rules in the following circumstances:—

- (a) when the Government servant has been unable to use the ordinary mode of travelling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the rules; or
- (b) when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfers; or
- (c) when the rules have in any particular case operated harshly; as, for example, when a Government servant has through no fault on his part missed a steamer or fallen sick on the journey.

Division XXIII.—Places and stations to which Fundamental Rule 105 (d) applies.

- * [Rule made by the Governor General in Council under Fundamental Rule 106.]

S. R. 303. Government servants posted at the places named in column 1 of the following table are entitled to joining time under, Places and stations to

which the rule
is applicable.

Fundamental Rule 105 (d), during journeys made while proceeding on or returning from leave, between any such place and the station named against it in column 2 of the table, subject to any conditions mentioned in column 3 of the table:—

Place.	Station.	Conditions.
1	2	3
Seistan. Birjand, Turbat-i-Haidari, Koh-i-Malik Shah and the Khorasan Agency.	Quetta . . .	
Kashgar	Srinagar . . .	
Kerman	Karachi . . .	
Any other place in Persia, and any place in the Persian Gulf, Arabia or Mesopotamia.	Karachi . . .	Provided that the leave taken is not leave on average pay not exceeding four months.
Chumbi or Gyantse	Gangtok . . .	Ditto.
Nepal	Raxaul . . .	For the British Envoy at the Court of Nepal, the Legation Surgeon, Nepal, and the clerical establishment of the British Legation provided that the leave taken is not leave on average pay not exceeding four months.
Aden	Bombay or Karachi.	Provided that the leave taken is not leave on average pay not exceeding four months.
Port Blair	Calcutta, Madras or Rangoon.	Ditto.
Places in Nushki-Seistan trade route	Nushki or Quetta.	For Postal and Telegraph officials only.
Gilgit Agency and Chilas . . .	Srinagar . . .	Provided that the leave taken is not leave on average pay not exceeding four months. This condition does not apply in the case of clerical establishments, in whose case the condition imposed is that the concession is not to be enjoyed by any particular clerk more than once in four years.

Place.	Station.	Conditions.
1	2	3
Kabul .	Peshawar	Provided that the leave taken is not leave on average pay not exceeding four months
Jalalabad .	Peshawar	Ditto.
Kandahar	Chaman	Ditto.
Any place in Persia and the Persian Gulf.	Basra .	Provided the leave taken is not leave on average pay not exceeding four months and the journey to Europe is made by the overland route <i>via</i> Baghdad and Haifa or Beyrout.

S. R. 304. The amount of joining time admissible to a Government servant under rule 303 is the actual time spent on the journey or the period, if any, shewn for the journey in the following table whichever is less; provided that the journey shall be held to commence on the day following the handing over of charge of the Government servant's post or on the day of his arrival at the station named in column 2 of the table below rule 303, according as the Government servant is departing on or returning from leave:—

Amount of
joining time
admissible.

Journey.	Period.
Between Nasratabad and Quetta . . .	15 days.
„ Turbat-i-Haidari and Quetta . . .	44 days.
„ Birjand and Quetta . . .	25 days.
„ Meshed and Quetta . . .	50 days.
„ Koh-i-Malik Siah and Quetta . . .	8 days.
„ Kashgar and Srinagar . . .	50 days.
„ Kerman and Karachi <i>via</i> Bunder Abbas. . .	31 days.
„ Shiraz and Karachi . . .	26 days.
„ Kermanshah and Karachi <i>via</i> Basra and Baghdad.	23 days.

Journey.	Period.
Between Dizful and Karachi . . .	19 days.
„ Ahwaz and Karachi . . .	15 days.
„ Maskat and Karachi . . .	10 days.
„ Baghdad and Karachi . . .	20 days.
„ Bunder Abbas and Karachi . . .	13 days.
„ Bushire and Karachi . . .	12 days.
„ Mohammerah and Karachi . . .	13 days.
„ Bahrein } Koweit } and Karachi . . . Lingah }	The actual number of days occupied in the transmission of mail letters at the time when the journey is made; <i>plus</i> 8 days.
„ Chumbi and Gangtok . . .	4 days.
„ Gyantse and Gangtok . . .	14 days.
„ Port Blair and Calcutta . . .	7 days.
„ Port Blair and Madras . . .	5 days.
„ Port Blair and Rangoon . . .	3 days.
„ Khatmandu and Raxaul . . .	5 days.
„ Aden and Bombay or Karachi . . .	12 days.
„ Dalbandin and Nushki or Quetta . . .	1 day.)
„ Nok-kundi and Quetta . . .	2 days.
„ Mirjawa and Quetta . . .	2 days. For Postal and Telegraph officials only.
„ Duzdap and Quetta . . .	3 days.
„ Khwash and Quetta . . .	6 days.)
„ Gilgit Agency and } Chilas } and Srinagar . . .	14 days.
„ Kabul and Peshawar . . .	12 days.
„ Jalalabad and Peshawar . . .	10 days.
„ Kandahar and Chaman . . .	10 days.
„ Kerman and Basra . . .	31 days.
„ Shiraz and Basra . . .	24 days.

Journey.	Period.
Between Dizful and Basra	14 days.
„ Ahwaz and Basra	10 days.
„ Bushire and Basra	10 days.
„ Bunder Abbas and Basra	13 days.
„ Lingah and Basra	The actual number of days occupied in the transmission of mail letters at the time when the journey is made <i>plus</i> 8 days.
„ Koweit and Basra	
„ Bahrein and Basra	
„ Maskat and Basra	15 days.
„ Mohammerah and Basra	8 days.
„ Kermanshah and Basra	12 days.

S. R. 305. A Government servant transferred from any of the places named in column 1 of the table in rule 303 is entitled to joining time under clause (a) or (b) of fundamental rule 105 in addition to any joining time admissible under rule 304 above. The additional joining time should be calculated as though the post from which the Government servant is transferred were the station shown in column 2 of the table below rule 303 against the place in which he is serving.

S. R. 306. The concession prescribed by rule 303 is not admissible to a non-gazetted Government servant in superior service in Persia or the Persian Gulf on pay not exceeding Rs. 400, if his departure on leave necessitates the importation of a substitute from India to fill a vacancy extending over less than three months exclusive of the joining time calculated under rule 304. Exception.

S. R. 306-A. A Government servant posted to a place within the territories administered by a local Government which has prescribed similar rules for Government servants under its administrative control, may be allowed joining time in accordance with the rules so prescribed.

PART VI.—FOREIGN SERVICE.**Division XXIV.—Interest on overdue contributions.**

[Rules made by the Governor General in Council under Fundamental
Rule 119 (b).]

S. R. 307. If a contribution for leave-salary or pension, which is due from a Government servant in foreign service is not paid within fifteen days from the end of the month in which the pay on which it is based has been drawn by the Government servant concerned, he must pay to Government, unless specifically exempted by the Governor General in Council, interest on the unpaid contribution, at the rate of four pies a day *per* Rs. 100 upon the amount due, from the date of expiry of the period of fifteen days up to the date on which the contribution is finally paid.

PART VII.—DELEGATIONS.**Division XXV.**

[Orders issued by the Governor General in Council under Fundamental Rules 4, 6 and 7.]

S. R. 308. (a) Appendix 4 schedules the delegations of powers made by the Governor-General in Council under fundamental rules 4 and 6.

(b) Appendix 13 schedules the authorities subordinate to the Governor-General in Council which exercise the powers of a competent authority under the various supplementary rules made under the fundamental rules by the Governor-General in Council in virtue of the power conferred upon him by fundamental rule 4.

(c) For convenience of reference, cases in which the Finance Department has declared, under fundamental rule 7, that its consent may be presumed to have been given to the exercise by a Department of the Government of India of powers conferred by the fundamental rules upon a local Government have been included as delegations in both appendices.

S. R. 309. The Finance Department has declared, under fundamental rule 7, that its consent may be presumed to have been given to the exercise by the authorities to whom they are delegated of the powers delegated by appendices 4 and 13.

S. R. 310. The delegations made in appendices 4 and 13 are subject to the following conditions:—

(a) A power may be exercised by an authority to which it is delegated in respect of those Government servants only who are under the administrative control of that authority.

(b) The nature of each power delegated is shown in column 3 of the appendices. The delegation extends to the power so specified only, and not to any other power conferred by the rule quoted in column 2.

(c) If any power conferred upon a local Government or a competent authority by the fundamental or the supplementary rules, as the case may be, is not shown in the appendices, it is to be understood that such power is not delegated to any authority subordinate to the Governor-General in Council.

(d) Any power delegated by either appendix to a head of a department may be exercised by a Chief Commissioner, a political resident of the first class, a Department of the Government of India or the Railway Board.

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- (e) Nothing contained in appendices 4 and 13 will operate to restrict powers conferred upon any authority by other rules made under the Act.
- (f) The Finance Department has declared, under fundamental rule 7, that its consent may be presumed to have been given to the exercise by the Railway Department of any power under the fundamental rules which is shown as conceded to that department in the schedule of the powers of the Government of India in the Railway Department in railway matters, whether or not such power is scheduled in appendices 4 and 13.

APPENDICES.

APPENDIX No. 1.

*Memorandum explanatory of each rule in the Fundamental Rules.

CHAPTER I.

Rule 1.—The date on which the rules shall come into force has been fixed as 1st January 1922, in order to give local Governments and the Government of India time to make the necessary supplementary rules.

Rule 2.—The fundamental rules have been made of universal applicability, but, in order to avoid the necessity of reproducing in the fundamental rules many special rules, such as the special rules for certain subordinate police services, which appear in Chapters XXXIV to XXXVII, local Governments have been given power to make rules replacing any of the fundamental rules, provided that the interests of existing members of services are protected and that the new rules so made give no concessions which are not covered either by the fundamental rules or by the latest version of the Civil Service Regulations. It has been deemed desirable to insert in this rule what practically amounts to a definition of the term "civil service of the Crown" which is used, but not defined, in section 96-B of the Act.

Rule 3.—This covers the principle underlying articles 1 (c) and 2 of the Civil Service Regulations.

Rule 4 requires little explanation. The power of delegation to Chief Commissioners is necessary, in view of their exclusion from the definition of "local Government."

Rule 5.—This rule lays upon the side of the local Government concerned the duty of making rules for any particular service. The Secretary of State desires that His Excellency the Governor should exercise his authority to secure uniformity where this is desirable.

Rule 6.—This takes the place of the various provisions for delegation which are at present scattered throughout the Civil Service Regulations. The powers which local Governments will not be permitted to delegate are enumerated below:—

- (i) All rule-making powers.
- (ii) Power of delegation itself.
- (iii) Power of treating as duty certain periods of training, etc.
- (iv) Power of waiving, in the case of particular services, the condition that no enhanced pay should be drawn on account of an acting appointment unless change of duties is involved.
- (v) Power of granting compensatory allowances.
- (vi) Powers in connection with the rent of residences supplied to officers.
- (vii) Power of granting special disability leave.
- (viii) Power of remitting contributions in the case of foreign service.
- (ix) Power of sanctioning the acceptance, by a Government servant in foreign service, of a pension, or gratuity from his foreign employer.

*The explanatory remarks in this memorandum refer to Fundamental Rules as they stood on 1st January 1922 and have not been revised in the light of subsequent amendments to these Rules.

Rule 7.—This rule is obviously necessary and needs no explanation.

Rule 8.—This is the only part of article 4 of the Civil Service Regulations which it seems necessary to reproduce in the fundamental rules.

CHAPTER II.

Rule 9 (1).—This definition calls for no comment.

Rule 9 (2).—“Average pay,” which replaces the old term “average salary,” is defined as the average of the last twelve months, instead of, as previously, the average of the past three years. The change is necessary by reason of the fact that all leave-salary in future will be calculated on the basis of average pay.

Privilege leave vanishes under the fundamental rules and is replaced by leave on average pay. If three years' average pay were retained as the basis of calculation, Government servants, and in particular those on a time-scale of pay, would lose very heavily during the first portion of each period of leave. With a twelve months' average it has been calculated that they will gain while on “furlough” at least as much as they will lose while on “privilege leave.” The note under this rule is intended to obviate the necessity of reproducing in the fundamental rules the provisions of article 670.

Rule 9 (3).—The definition of “Barrister” is reproduced with slight changes from article 17 of the Civil Service Regulations.

Rule 9 (4).—The definition of “cadre” is new, having become necessary for the purposes of rules 13 to 15, 27 and 30, among others.

Rule 9 (5).—The treatment given to allowances in the fundamental rules involves a considerable departure from the principles followed in the Civil Service Regulations. A number of classes of allowances have now been included in pay proper. Among these are acting allowances, personal allowances, duty allowances (which become “special pay”) and those local allowances which are given because of the unhealthiness of the locality in which an officer works. The balance of the local allowances has been included with travelling and certain other allowances in the new term “compensatory allowances” which is defined in this clause. Grain compensation allowance is an example of a minor class of compensatory allowance.

Rule 9 (6).—It has been found impossible to formulate a comprehensive definition of “duty.” The method adopted is to mention in clause (a) of the definition two varieties of service which will invariably count as duty, and to provide in clause (b) for all cases in which other periods of service may be allowed for special reasons so to count.

Sub-clause (i) of clause (a) is taken from articles 202 and 203.

Sub-clause (ii) from article 175.

Sub-clause (i) of clause (b) provides for the substance of article 68-A of the Civil Service Regulations.

Sub-clause (ii) similarly provides for the substance of article 52 (c).

Sub-clause (iii) is intended to take the place of examination leave.

Sub-clause (iv) takes the place of a number of rules scattered through the Civil Service Regulations regarding the dates from which the services of officers recruited in England count for leave and pension. It is considered that the rule in this sub-clause, read with that in sub-clause (i), may suitably be made a general rule.

Rule 9 (7) is reproduced from article 27 of the Civil Service Regulations, with an addition designed to make it clear that, although the revenue and expenditure of company-owned State railways pass through the accounts of Government, service in such a railway is still foreign service.

Rule 9 (8).—This is the definition of article 28 with the omission of the reference to Mysore. The orders applicable to that State are practically obsolete and will in any case apply to pension only.

Rule 9 (9).—The word "honorarium" was not defined in the Civil Service Regulations. It is desirable to include in the fundamental rules a definition which will make impossible that inconvenient hybrid a "recurring honorarium."

Rule 9 (10).—The definition of "joining time" in the Civil Service Regulations is not in the definition chapter but in article 175. The definition in that article contains considerably more than is required in a definition. The new definition has accordingly been cut down to the minimum limits, and the other matter contained in article 175 has been transferred to Chapter XI which lays down the general rules regarding joining time.

Rule 9 (11).—This definition has been inserted mainly for drafting purposes.

Rule 9 (12).—The term leave-salary replaces the old term leave allowance. In the fundamental rules, the word "allowance" is used to denote an addition to pay and never a substitute for pay. A new term has, therefore, become necessary and a definition of it is required.

Rule 9 (13).—A new and simple definition of "lien" has been included in this chapter and the various provisions governing the retention of a lien, which are at present scattered through the Civil Service Regulations, have been brought together in rules 12, 13, 14 and 15 of the fundamental rules.

Rule 9 (14).—The definition of "local fund" is taken from article 33 of the Civil Service Regulations.

Rule 9 (15).—It is not considered desirable to confer the full powers of local Governments on Chief Commissioners, who will, in effect, be spending the revenues of the central Government.

Rule 9 (16).—These definitions have been taken from article 35 (b) and the note below it.

Rule 9 (17).—This definition replaces that of article 36.

Rule 9 (18).—This has been taken from article 18 and has been so reworded as to avoid definition by example.

Rule 9 (19).—The definition of "officiate" is new. The second part of the rule is taken from article 86.

Rule 9 (20).—This is a new definition which requires no comment.

Rule 9 (21) (a).—Hitherto a distinction has been drawn in the Civil Service Regulations between "pay" and "salary"; the latter term including, in addition to pay proper all such allowances as were of the nature of pay. This distinction is abolished in the fundamental rules. The allowances in question have all been included in pay proper, and the term salary has ceased to exist.

The definition in this rule attempts to divide pay into two classes; that which is attached to a post or to a cadre, and that which is given to an officer on account of his personal qualifications or of other personal considerations.

Rule 9 (21) (b) is extracted from article 40 (a).

Rule 9 (22).—This is a new definition which requires no comment.

Rule 9 (23).—This also is a new definition. Personal allowance, which is now replaced by personal pay, is not defined in the Civil Service Regulations.

Rule 9 (24).—This replaces the definition of "pay of an appointment" which is given in the Civil Service Regulations. The word "post" has been substituted for "appointment," when used in this sense, throughout the fundamental rules. In the Civil Service Regulations the word "appointment" is used in two different senses. It is hoped that the adoption of the new term "presumptive pay of a post" will obviate the existing

difficulty of realising whether the term "pay of an appointment" is in any given case, used in its technical or non-technical sense.

Rule 9 (25).—The definition of "special pay" is new. Special pay takes the place of all duty allowances and of that class of local allowance which was granted on account of the unhealthiness of a locality. All duty allowances are now classed as pay. What may be called the personal duty allowance and the duty allowance which, as in the case of many Secretariat offices, was attached to a definite post, become special pay; while deputation (duty) allowance is absorbed in the pay of a temporary post.

Rule 9 (26).—This is reproduced from article 47.

Rule 9 (27).—This is a new definition. "Subsistence grant" has taken the place of "subsistence allowance," which was not defined anywhere in the Civil Service Regulations. This grant being given in place of, and not in addition to, pay, cannot be called an "allowance."

Rule 9 (28).—This is a new definition which calls for no comment.

Rule 9 (29).—This is a new definition or a recently introduced variety of pay.

It requires no comment.

Rule 9 (30).—This is the definition in article 76-A of the Civil Service Regulations, with the usual substitution of the word "post" for "appointment."

Rule 9 (31).—A definition of time-scale pay has been devised, to include this variety of pay, as well as progressive pay, which is dealt with in article 43 of the Civil Service Regulations. The difference between a progressive rate of pay and a time-scale is a difference of degree only, and the fundamental rules use the term time-scale alone in this connection.

Rule 9 (32).—"Travelling allowance" has been defined for the purposes of fundamental rule 46, read with fundamental rule 9 (5), which gives full power in this connection to local Governments.

CHAPTER III.

Rule 10.—This rule contains the provisions of articles 49 and 50 of the Civil Service Regulations, so re-worded as to give full powers to local Governments in connection with medical certificates.

Rule 11.—This reproduces the provisions of article 71 (a) of the Civil Service Regulations. The substance of article 71 (b) has not been reproduced, as this clause of the article describes what are in reality privileges of local bodies, etc.

Rules 12, 13 and 14.—An endeavour has been made to collect in one place all the provisions bearing upon "lien," and so to word them as to bring out a new main principle. The purport of the rules on this subject is intended to be somewhat as follows:—

Every person substantively appointed to Government service must have his own substantive niche in the appropriate cadre. Two officers cannot share one such niche and no officer can claim more than one as a permanent measure. An individual officer may or may not at any given time be performing the duties of his own particular niche, but, if he is not performing them, he retains a lien on the niche and no one else can either hold it or hold a lien on it unless he is likely to be absent from it for so considerable a time that the local Government considers it desirable to suspend his lien and avoid a block of substantive promotion.

The following detailed comments on the three rules as now drafted seem desirable.

Rule 12.—This really introduces a new principle to take the place of that which underlies article 355, which is primarily a pension rule but which

is apt to intrude itself into questions quite unconnected with pension. As that article stands, an officer's title to pension is at present derived from the office which he holds. In future it will be simply by "performing duty" that an officer will earn both leave and pension, and it is by his average pay while on duty that the amount of his leave-salary and his pension will be decided. It is not required that he should earn either the one or the other by his tenure of a particular office; but it is laid down that every officer must have a substantive niche in the appropriate cadre before he can earn anything at all. Rule 12 read with rule 14 is intended to make this position clear.

**Rule 13.*—This is taken from article 89 of the Civil Service Regulations. It may at times be administratively convenient to make a provisionally substantive appointment in place of an officer deputed for a long period to other duties. The second part of the rule will permit a provisionally substantive appointment to be made in cases where an acting appointment would be inadmissible.

Rule 14.—

Substantive portion.—The provision for the transfer of lien is taken from article 214 of the Civil Service Regulations, read with the last sentence of the definition of lien in article 31.

Clause (a).—Provision for the retention of a lien during leave is now made in articles 210, 211 and 212 of the Civil Service Regulations. The new rules provide for a substantive lien only, since it is no longer proposed to retain any provision for the retention of a lien on an officiating appointment. The exception in this clause is clearly necessary.

Clause (b).—Provision for a lien during foreign service is now made in article 755 (a) of the Civil Service Regulations. The retention of lien during service in a temporary post or while officiating in another post is a necessary part of the new scheme, as of the present scheme. It is not specially mentioned in the Civil Service Regulations, but its existence is implied in article 89 as well as in the definitions contained in articles 6 and 31.

Clause (c).—The present wording of the definition of "absentee" in article 6 of the Civil Service Regulations shows that an officer on joining time now retains a lien on his post. This must, of course, be reproduced in the new rule, but it is necessary to provide for the situation which arises when the officer on joining time is proceeding from one substantive post to another.

Clause (d).—The present definition of "absentee" in article 6 provides for a lien during suspension. This is clearly necessary, as a substantive appointment could not be made in the case of a suspended officer without raising very awkward questions when the officer was reinstated.

NOTE.—The note contains the gist of article 598 (b) of the Civil Service Regulations.

Rule 15.—The substance of this rule comes from article 214 of the Civil Service Regulations. That article specifically applies to leave only, but the principle should obviously be of universal application.

Rule 16.—This rule is inserted to obviate the necessity of including in the fundamental rules such details as those which are given in articles 556 to 560 of the Civil Service Regulations. Incidentally, it will cover subscriptions to the General Provident Fund, which is not mentioned in the Civil Service Regulations.

† *Rule 17.*—The first part of this rule is taken from rule 52 (a) of the Civil Service Regulations, and the second part is the logical sequel of the first. It

• **F. R. 13* (as it stood on 1st January 1922) has since been amended—*vide* F. D. correction No. 3, dated 20th June 1924.

† *Sub-rule (2) to F. R. 17* (as it stood on 1st January 1922) has since been added—*vide* F. D. correction No. 22, dated 20th May 1926.

seems unnecessary to include in the fundamental rules the distinction which the Civil Service Regulations make between the assumption of charge in the forenoon and in the afternoon. A rule of this kind can be more properly issued as an audit instruction.

**Rule 18.*—This is reproduced from article 198 of the Civil Service Regulations. Here, as elsewhere in the fundamental rules, it is unnecessary to specify the powers of the Secretary of State in Council.

CHAPTER IV.

Rule 19.—No provision of this kind is made in the Civil Service Regulations. Section 96-B of the Government of India Act requires that the fundamental rules shall provide, among other matters, for pay. The real limits of fixation of pay are prescribed, so far as transferred subjects are concerned, in the Audit Resolution which is attached to rules made under section 45-A. In the case of Government servants employed in departments dealing with reserved subjects and of officers under the administrative control of the central Government the Secretary of State will regulate the limits by executive order. For the purposes of the present rules a general reference to these facts seems to be sufficient.

The proviso to the rule forbids the increase of the pay of an individual officer above the limits applicable to the pay of the post which he holds.

†*Rule 20.*—This also is new, although similar powers as regards some of the periods concerned are given in article 68-A and elsewhere. It is a natural sequel of the power of treating certain periods as duty which is conferred on local Governments by fundamental rule 9 (6) (b). A local Government may not always consider it desirable to allow full pay and allowances during such periods.

Rule 21.—For certain services the Secretary of State in Council has recently introduced new varieties of time-scale, such as those based on total length of service and the Education Department scale which depends on age. He has laid down specific conditions to govern admission to these scales, and the present rule has been introduced to safeguard those conditions.

Rule 22.—This rule replaces the complicated rules in articles 156 to 157-A of the Civil Service Regulations. The new rules are far simpler and more easily intelligible than the old, and they will remove the anomalies which arise under the present system.

Rule 23.—This is article 158, with a slight change in wording to make the meaning clear.

Rules 24 and 25.—Rule 24 contains the substance of article 152. The first sentence of rule 24 and the whole of rule 25 are designed to make clear a fact which is not at present specifically stated in the Civil Service Regulations.

‡*Rule 26.*—This rule is designed to state in concise form the complete rules governing the accrual of increments in a time-scale.

The fact that time spent on foreign service counts for increments is taken from article 752.

Rule 27.—This rule contains the substance of article 153 (b) with a slight change. The grant of an increment in advance really amounts to an increase in the pay of the Government servant concerned. Power to make such an

**F. R. 18* (as it stood on 1st January 1922) has since been amended—*vide F. D. correction No. 8*, dated 19th December 1924.

†*F. R. 20* (as it stood on 1st January 1922) has been amended with effect from 16th June 1925—*vide F. D. correction No. 16*, dated 20th August 1925. °

‡*F. R. 26* (as it stood on 1st January 1922) has been amended with effect from 1st January 1922—*vide F. D. correction No. 11*, dated 21st February 1925.

increase cannot be conceded unless the authority concerned is empowered to create a post on the increased rate of pay.

Rule 28.—This is article 157-B (b) with "grade or post" substituted for "appointment."

Rule 29.—This is article 154 with a slight change in wording.

**Rule 30.*—This embodies one of the two main principles on which the new rules governing acting appointments are based. No enhanced pay should be drawn on account of such an appointment unless it involves the assumption of duties or responsibilities of a greater importance and of a different character. The exception under the rule is designed to protect, until their next reorganization, certain establishments in which grade to grade promotions are at present the rule.

Rule 31.—This embodies the second main principle of the new rules, that an officiating Government servant should ordinarily draw the pay of the post in which he officiates. It is of course limited by the provisions of rule 30 and susceptible of modification by the application of rule 35.

Rule 32.—A comparatively simple rule has been evolved, under the two main principles, to replace the complicated set of regulations in article 155. It calls for no explanation. The note under the rule is a logical sequel of the local Government's power to create posts.

† *Rule 33.*—This is, on the face of it, a new rule, but the principle which it embodies is really contained in rule 3 under article 39 of the Civil Service Regulations.

Rule 34.—This contains the substance of the note under article 109 of the Civil Service Regulations.

Rule 35.—The inclusion of this rule makes it possible to dispense with charge allowances and the system of holding charge, for which provision is now made in articles 94 and 95. It also obviates the necessity of reproducing in the fundamental rules a number of special rules such as those in articles 139, 139-A, and 142 to 143-A, fixing definite rates of allowance for definite acting incumbents. Local Governments, under this rule, will be able to issue the necessary orders. There may be other cases also in which they will wish to give less than the full pay; particularly those of Government servants without substantive posts and cases in which they exercise the powers conferred by the exception under rule 30.

Rule 36.—This covers the rules under article 86, and slightly extends the powers therein given to local Governments.

Rule 37 contains the substance of article 61.

Rule 38 contains the substance of article 542, re-worded to suit the new conditions.

Rules 39 to 41.—These replace the very complicated rules in articles 76-B and 76-C, which are constantly giving rise to hard cases and references to the Government of India. It is proposed to leave to local Governments the fixation of the pay of temporary posts, subject to the ordinary *maximum* and to certain general principles, and to allow officers holding them to draw the full pay fixed.

Rule 42.—

Clause (a) contains the relevant part of articles 191 and 193 (a).

Clause (b) contains the substance of article 187, with an extension of the principle of that article to all Government servants recruited in the United Kingdom.

* *F. R. 30* (as it stood on 1st January 1922) has since been amended—*vide* F. D. corrections Nos. 4 and 9, dated 22nd September 1924 and 19th December 1924 respectively.

† The wording of *F. R. 33* (as it stood on 1st January 1922) has since been slightly modified—*vide* F. D. correction No. 19, dated 24th March 1926.

Rule 43.—

Clauses (a) and (b).—Articles 108, 187 and 566 now lay down the actual rates.

It seems undesirable to stereotype these in the fundamental rules and power to fix the rates has therefore been left to the Secretary of State in Council.

Clause (c).—This is the substance of article 193 (a), with the omission of the prescription of a minimum for Europeans. In present conditions, no European is ever likely to be employed on less than Rs. 100 a month.

CHAPTER V.

Rule 44.—The exception at the beginning of this rule is intended to cover such cases as those of the sumptuary and contract grants of His Excellency the Viceroy and Governors. Apart from such cases, it is proposed to leave to local Governments, subject to certain general principles, full powers with regard to compensatory allowances other than sumptuary allowances. Provision has been made in devolution rule 39 that no such allowances shall be given without previous consultation with the Finance Department.

In order to prevent embarrassing divergence of practice, the power of granting free passages to and from the United Kingdom is reserved by the note under the rule to the Secretary of State in Council.

Rule 45.—The rules governing the provision of residences for Government servants are now set forth in very great detail in the Public Works Department Code. The provisions of that Code, which is under revision, will in future not be binding on the transferred side of local Governments, which will deal with practically all provincial roads and buildings. Restrictions upon the financial powers of ministers in this connection can be contained in rules made under sections 45-A and 96-B of the Act only and of the two places it seems more suitable to include them in the present rules. Provision has accordingly been made in fundamental rule 45, laying down very general principles to govern the supply of residences and the recovery of rent; and subject to these principles the control of this subject is left entirely to local Governments. It will be noticed that the new general rules do not limit the cost of building with reference to the pay of the probable occupier; and that it will not be essential that an officer supplied with more than one residence shall pay rent for all throughout the year.

Rule 46.—This is taken from article 72 of the Civil Service Regulations, clauses (a) and (b), with the omission of the executive instructions at the end of clause (a). The introduction of a reference to "fees" is necessary, as Government servants are at times permitted to take regular allowances from outside sources. Tuition fees paid to an educational officer are another case in point.

Rule 47.—This replaces clauses (c) and (d) of article 72, as well as article 74. Full powers to make honoraria rules are now left to local Governments.

Rule 48.—This covers the cases for which provision is now made by articles 71 (c) and 73 of the Civil Service Regulations.

CHAPTER VI.

Rule 49.—This rule replaces article 162 of the Civil Service Regulations. Clauses (a) and (b) of the rule correspond with clauses (i) and (ii) of the article. The proviso in clause (iii) of the article has been omitted, in view of the fact that a local Government can already dispense with it if it desires to do so.

Clause (c) of the rule contains the substance of article 164, with the omission of the reference to duty allowance, which will in future be part of the pay of the post.

CHAPTER VII.

**Rules 50 and 51.*—These two rules reproduce the substance of articles 88 and 85-A as recently revised.

CHAPTER VIII.

Rule 52.—This is taken from article 192 of the Civil Service Regulations.

Rule 53.—This embodies the substance of articles 191 and 193 (a) of the Civil Service Regulations. The amount of subsistence allowance in the latter article is taken into fundamental rule 43 (b).

Rule 54.—The first part of this rule is taken from article 193 (b). The second part is a new addition, which seems necessary in view of the importance attached to "duty" in the fundamental rules.

Rule 55 contains as much of article 195 as it is considered necessary to reproduce in the fundamental rules.

CHAPTER IX.

Chapter IX contains certain provisions as to the age of superannuation which have been extracted from those portions of the Civil Service Regulations which deal with pensions. It seems desirable to lay them down as part of the conditions of service. No mention is made in this chapter of the powers of dismissal to be exercised by various authorities, as rules on this point are included in other rules made under section 96-B of the Act.

†*Rule 56.*—

Clauses (a) and (b) contain the real substance of article 459 of the Civil Service Regulations, with the omission of those parts of the article which relate to procedure only.

Clause (c) of the rule.—

Sub-clauses (i) and (ii) contain the substance of article 505 (a) and the note under it.

Sub-clause (iii) is taken from article 550.

If there still are any officers to whom the first sentence of that article applies, they can be protected by an audit instruction.

Sub-clauses (iv) and (v) reproduce the substance of articles 649 and 650, with a delegation to local Governments of the power of granting extensions to Chief Engineers, which is now reserved to the Government of India.

Sub-clause (vi).—Item 1 under this sub-clause is taken from the latest orders in the Royal Warrant, which modify article 613 (b) and the exception under article 612.

**F. R. 51* (as it stood on 1st January 1922) has since been amended by inserting the last paragraph—*vide* F. D. correction No. 7, dated 20th November 1924.

†*Clause (c) of F. R. 56* (as it stood on 1st January 1922) has been amended by inserting sub-clause (vi) and modifying item 3 of old sub-clause (vi) now re-numbered as sub-clause (vii) (1)—*vide* G. I. F. D. No. 2189-C. S. R., dated 10th December 1923, and F. D. correction No. 5, dated 22nd September 1924. Note 3 has also been inserted below this Rule—*vide* G. I. F. D. No. 1194-C. S. R., dated 22nd October 1922.

Item 2 is taken from article 613 (a).

Item 3 is taken from articles 616 and 619 (b).

Item 4 is taken from article 612 (a) read with 613 (c).

References to retirement on attaining to Colonel's allowance have been omitted, as it is understood that this allowance is not in actual practice earned until long after retirement from civil employ.

Note 1 is taken from the note under article 565 (b), but it is made applicable to all services and not to the Indian Civil Service only.

Note 2 reproduces the principle contained in articles 565 (b), 612 (b) and the note under article 64.

Rule 57 contains the substance of article 536.

CHAPTER X.

NOTE.—The references in this memorandum to articles in the Civil Service Regulations are to the new articles as recently revised.

Rules 58 and 59.—In the new arrangement of the leave rules, the five first and main sections have been made applicable to all Government servants substantively holding permanent posts in civil employ. Special exceptions, and provision for Government servants rendering service other than permanent and substantive service, have been relegated to section VI. Rules 58 and 59 state this fact, and the former rule gives an option of remaining under the leave rules to which they are at present subject to all Government servants now in service.

Rule 60.—The earning of leave by duty only is a main principle of the fundamental rules, and this is expressed in this rule.

The latter part of the rule provides for the earning of leave by foreign service in India, which is not covered by the definition of "duty."

Rule 61.—The provisions of this rule are taken from the definition in article 35 of the Civil Service Regulations.

Clause (a) reproduces article 35 (a) 1 and 2, with the substance of note 2 under article 622, and clause (b) article 35 (a) 5.

Rule 62 is taken from article 35 (b).

Rule 63.—This is taken from article 35 (a) 6.

Rule 64.—This contains the main portion of article 204, with the addition of the concession given by articles 544 and 545, which has been extended in this case, on the analogy of the statutory rules, to officers holding barrister appointments also.

Rule 65.—This reproduces the provisions of article 205 with a modification in the direction of liberality.

Rule 66.—Article 841, which appears in the procedure portion of the Civil Service Regulations, is the existing authority for the grant of all leave. Such a provision is clearly necessary in the fundamental rules, and a rule-making power seems preferable to a general power of delegation.

It is considered desirable not to allow local Governments to delegate power to grant special disability leave. Rule 83 has accordingly been so worded as to give the power to local Governments only, and rule 6 forbids local Governments to delegate this power.

Rule 67.—This reproduces the principle of article 197 (a), with some changes in wording.

Rule 68.—This contains the relevant part of articles 220 and 221, the minor details treated in those articles being left to local Governments to regulate by rule.

Rule 69.—This contains the substance of article 200, with the extension to all classes of officers of a concession which is restricted in the article to non-gazetted officers only. Slight changes in wording have been made.

Rule 70.—This contains the substance of article 199, but the following provisions of that article are omitted:—

(1) *The reference to the concession given by article 233 (iv).*—This reference would be meaningless in the fundamental rules, as combined leave no longer exists as such. Moreover, though this point seems to have escaped notice in drafting the new Chapter XI of the Civil Service Regulations, clause (iv) has dropped out of the new article 233.

(2) *Clause (a)* also has been omitted, as it becomes of little importance with the abolition of the requirement of intervals between periods of leave.

Rule 71.—This reproduces a condition in rule 1 under article 197 (c), which occurs in other articles also of the Civil Service Regulations. It seems advisable to make it a general rule.

Rule 72.—This contains the principle of article 223. A Government servant returning without permission will, as a result of this rule, be required to remain on leave in India.

Rule 73.—This reproduces article 229, with the substitution for loss of lien of liability to transfer of lien. Wilful overstaying of leave can thus be punished by degradation.

Rule 74 empowers local Governments to make the various rules as to procedure which occur throughout the leave chapters of the Civil Service Regulations and particularly in Chapters XLIII to XLVI. Power is reserved to the Auditor-General to enforce uniformity where this is desirable.

***Rule 75.**—The rules governing admission to the benefits of the European service leave rules are now laid down in article 310. Those rules are at present under revision and have been referred to local Governments. It was therefore impossible to include them in detail in the fundamental rules, and the power of making such rules has therefore been reserved to the Secretary of State in Council.

The terms “special” and “ordinary” rules have been substituted for the former titles, which suggested racial discrimination.

Rule 76.—A new rule, which explains a prominent feature of the new regulations.

Rule 77.—

Clause (a).—The fractions of 5-22nds and 2-11ths are calculated on the same basis at present, as follows:—

(1) *For Government servants under the special leave rules.*—By 11 months of what will in future be called duty, an officer at present earns one month of privilege leave. Having taken that month, he has done 12 months' active service and has therefore earned 3 months' furlough, which, in terms of leave on average pay, represents $1\frac{1}{2}$ months' leave. He thus earns, by 11 months of duty, 1 plus $1\frac{1}{2}$ months' leave, i.e., $2\frac{1}{2}$ months' leave. $\frac{2}{11} = \frac{5}{22}$ the fraction adopted.

(2) *For Government servants under the ordinary leave rules.*—11 months' duty similarly earns 1 month's privilege leave; but 12

***F. R. 75** (as it stood on 1st January 1922) has been replaced by revised **F. R. 75** and **F. Rs. 75A, 75B** and **75C**, and the Schedule (inserted after **F. R. 130**)—*vide* G. I. F. D. Resolution No. 1455-C. S. R., dated 18th August 1923. Corresponding amendments to the **C. S. R.** have also been issued with G. I. F. D. Resolution No. F-68-II-C. S. R.-24, dated 18th July 1924.

months' active service earns 2 months' furlough only, or, in terms of leave on average pay, 1 months' leave. Therefore in this case 11 months' duty earns 2 months' leave and the fraction is 2-11ths.

**Clause (b)* is so drafted as to give to a Government servant in the service at the time when these orders come into force, credit for all the leave which is already at his credit, and to allow him to earn leave hereafter at the same rate as new recruits.

†*Clause (c)*.—This is a new concession, based on the fact that military officers who have served in India during the war have mostly large arrears of leave at their credit; and that, if they enter civil employ, it would be inequitable to deprive them of this credit of leave.

The note under the rule reproduces the effect of article 622 (b) and note 1 under it.

Clause (d) is taken from the second part of article 204.

Clause (e).—When the leave rules were recently simplified, it was found necessary to give to Government servants subject to the Indian service leave rules the option of continuing under the rules previously in force. The reason for this was the fact that, under the old rules, a Government servant was able, in case of need, to take 3 years' leave on medical certificate during his first 18 years of service and still to be entitled to 2 years' furlough at the end of that period. A Government servant who had enjoyed this full concession would have lost heavily at the outset by coming under the new rules; since the active service which he had rendered would have amounted to 15 years only, and would have earned no more than $\frac{1}{3}$ or $2\frac{1}{3}$ years' furlough. Thus, instead of having 2 years' furlough at his credit when the new rules came into force, he would have had a debit of 6 months. It was to obviate this hardship that the option was given.

It is considered desirable to dissuade Government servants from accepting the option given by the fundamental rules, and rule 77 (e) has been drafted with this object. Under this rule, one-third of the period actually taken on medical certificate will be credited to the leave account, while, under rule 78 (b), one-half of that period will be debited. The result is a net debit, on account of leave on medical certificate, of one-sixth of the period actually taken; which, as the leave account is kept in terms of leave on average pay, means that the Government servant concerned will start under the new rules with a debit, on account of leave on medical certificate, of one-third of the number of months of such leave actually taken in the past. It should be pointed out at this stage that rule 77 (e) produces no effect upon the total amount of leave which the Government servant may earn during his service. That remains unchanged, as fixed in rule 81 (a) (ii). The only effect of rule 77 (e) is upon the amount which will be entered as already earned when he first comes under the new rules.

It will be found that the new rules give sufficient protection to the Government servants concerned. To take the most unfavourable case of all, that of a Government servant who has just completed 18 years' service, in the course of which he has taken 3 years' leave on medical certificate, and is now entitled, under the old rules, to 2 years' furlough on half average salary. It will be assumed, for the purpose of argument, that he has taken the full amount of privilege leave admissible, though this produces no effect

**Clause (b) (i) (2) of F. R. 77* (as it stood on 1st January 1922) has been replaced by revised clauses (b) (i) (2) and (b) (i) (3) with effect from 1st January 1922—*vide* F. D. correction No. 13, dated 18th March 1925.

†*Clause (a)* also has since been amended *vide* F. W. correction No. 20, dated 24th March 1926.

upon the calculation. If this Government servant is brought under the new rules, the position will be as follows:—

- (1) He has served 18 years, out of which 3 years were spent on medical leave.

The balance of his service is 15 years, of which $\frac{1}{3}$ ths or $1\frac{1}{2}$ years could have been taken as privilege leave.

Assuming that he took this privilege leave, he has performed $13\frac{1}{2}$ years of "duty."

- (2) By $13\frac{1}{2}$ years' duty, he has earned leave, as credited to the leave account, of $2\frac{1}{11}$ ths of $13\frac{1}{2}$ years = $2\frac{1}{2}$ years. Under rule 77 (c) he will be credited in addition with one-third of the period spent on medical leave, i.e., $\frac{1}{3}$ rd of 3 years or 1 year.

Thus the credit side of his leave account will show a total of $3\frac{1}{2}$ years.

- (3) On the debit side will be shown, under rule 78 (b), one-half of the period spent on medical leave, plus the amount of privilege leave actually taken.

The total debit is thus $1\frac{1}{2}$ plus $1\frac{1}{2}$ years, or $2\frac{1}{2}$ years.

- (4) Thus the balance at his credit will be $\frac{1}{2}$ th of a year, expressed in terms of leave on average pay, and he will be able to take at once $1\frac{1}{2}$ years on half average pay; as against the 2 years to which he is entitled under the existing rule.

This seems a sufficient balance with which to start him under the new rules. The remaining six months are, of course, not lost to him, as he will be able to earn them by subsequent service.

Statutory civil servants have been included under this rule, as their leave rules, as laid down in article 566, are practically identical with the old Indian service leave rules.

**Rule 78.*—The two main clauses of this rule state the general principle that leave will hereafter be debited in terms of leave on average pay.

Note (1) requires little explanation. No debit is to be made, as the only privilege leave credited is that which is due when the officer comes under the new rules.

Note (2).—Clause (a) of this note also follows as a matter of course.

† *Clause (b)* is reproduced from the note under article 315.

Note 3 comes from article 204.

Rule 79 contains the principle of existing article 314 (ii).

Rule 80.—This replaces the rules contained in articles 252, 315 and 324.

‡ *Rule 81.*—

Clause (a).—The total amounts of leave prescribed in this clause represent the amounts now admissible as privilege leave and furlough. The calculations are made as follows:—

- (i) *Government servants under the special leave rules.*—One maximum has been taken for all such servants. Article 312 gives six months'

**F. R. 78* (as it stood on 1st January 1922) has been amended with effect from 1st January 1922—*vide* F. D. corrections Nos. 2, 10 and 17, dated 19th May 1924, 19th December 1924 and 20th August 1925.

† *Clause (b) of Note 2 (i) below F. R. 78* (as it stood on 1st January 1922) has since been amended—*vide* F. D. correction No. 20, dated 24th March 1926.

‡ *Clauses (a) and (b) of F. R. 81* (as it stood on 1st January 1922) have been amended with effect from 1st January 1922—*vide* F. D. corrections Nos. 11 and 17, dated 19th December 1924 and 20th August 1925 respectively. The expression "*plus one year*" in the original clause (b) (ii) has also been cancelled—*vide* G. I. F. D. Resolution No. 1414-C. S. R., dated 20th December 1922.

more furlough to a member of the Indian Civil Service or a military officer subject to civil leave rules than to other persons under the special leave rules. The extra six months represent the six months of special leave with allowances which could be granted to such officers before the revised article 312 came into force. Provision for this leave is now made in note (2) (ii) under rule 78, which treats it independently of the leave account.

*The term of three years in the rule represents the existing limit of six years' furlough, converted into terms of leave on average pay; and the 1-11th of duty represents existing privilege leave.

(ii) *Government servants under the ordinary leave rules.*—The calculation here is similarly made, the term of 2½ years representing the limit of five years' furlough in article 322.

Clause (b).—This reproduces the existing rule in article 316-A (a), plus an allowance of 1-11th of the period spent on duty to take the place of the present privilege leave.

The proviso under sub-clause (ii) represents the substance of the proposals regarding the commutation of furlough by Government servants subject to the ordinary leave rules which the Secretary of State has recently accepted.

The note under the rule safeguards the interests of officers who have not yet used their privilege leave accumulated under the special war concession.

Clauses (c) and (a).—These reproduce the provisions of article 301 and the first part of article 302.

The maximum limit of leave is raised to 28 months in order to include 4 months of "privilege leave."

Clause (e).—This is a re-wording of the latter part of article 302.

Rule 82.—This reproduces the substance of articles 271 to 278, but leaves power to local Governments to define vacation departments by rule and to say when a Government servant may be considered to have availed himself of a vacation.

Clause (b) covers articles 271, 272 and 274.

Clause (c) covers the latter part of article 271.

Clause (d) embodies the spirit of article 278 (3).

**Rule 83* contains the substance of the redraft of article 733 which was recently sent out by the Secretary of State and accepted by the Government of India.

Rule 84.—The conditions of study leave, as contained in the recent redraft of Appendix 32, are too complicated and contain too many administrative details to be reproduced in the fundamental rules. Power is accordingly left to the Secretary of State in Council to issue them by executive order.

Rule 85.—

Clause (a) contains the substance of article 306 (a); except that provision for loss of lien is omitted. Under fundamental rule 14, a Government servant on leave will always retain a lien on a substantive post.

Clause (b) of this rule is taken from article 232.

Clause (c) comes from note 2 under article 307.

Rule 86 contains the provisions of article 234, with an extension in the direction of liberalisation.

†*Rule 87.*—This leaves it to the Government servant taking leave to elect whether he will take it on average pay or on half-average pay, or partly on

**Clauses (f) and (g) of F. R. 83* (as it stood on 1st January 1922) have been revised with effect from 1st January 1922—*vide* F. D. correction No. 17, dated 20th August 1925.

†*The note under F. R. 87* (as it stood on 1st January 1922) has been cancelled and a proviso inserted at the end of the Rule with effect from 8th October 1924—*vide* F. D. correction No. 12, dated 21st February 1925.

one and partly on the other and removes all necessity for definite provision for combination of ordinary leave.

The note under the rule reproduces the substance of article 325 (b).

Rule 88.—This replaces Article 317. The period of 28 months is a period of actual absence and is not calculated in terms of leave on average pay.

Rule 89.—The *maxima* given in this rule are taken from articles 316, 316-A and 326, which detail the latest rates accepted by the Secretary of State. Some modifications have been made in the rupee figures in order to make them exactly ten times the sterling figures. The abolition of the minimum for the first four months of any period of leave is intended to protect Government servants from loss due to the abolition of privilege leave. The maximum period of total leave on average pay prescribed in rule 81 (b) will prevent any serious abuse of this concession.

Note 1 under the rule protects those officers who have not yet made use of the privilege leave accumulated under the special war concession.

Note 2 is necessary in order to make it clear that a Government servant in a vacation department cannot draw average pay without limits for any longer period than represents the privilege leave which he would have earned under the old rule.

Rule 90.—The *minima* set forth in this rule are taken from articles 316, 319 and 327, with the omission of the limitation of the amount of leave-salary to the salary last drawn on duty and to $\frac{2}{3}$ ths and $\frac{3}{4}$ ths of that salary. This is thought to be proper, in view of the fact that average pay will now be calculated on the average of 12 months only. There is no reason why a Government servant should suffer by reason of the reduction of his pay shortly before he proceeds on leave or gain by its temporary enhancement.

Note 1 under the rule reproduces the existing restriction, with the omission of the requirement that leave must be taken on account of ill-health.

Note 2 is taken from article 316 (b).

Note 3 is the note under the same article.

***Rule 91.**—This replaces the rules which now appear in articles 862 and 868. It has recently so often been found necessary to change the basis of conversion that it seems desirable not to lay down a specific method of conversion in the fundamental rules, but to leave it to the Secretary of State to fix rates from time to time.

***Rule 92** reproduces an existing restriction.

Rule 93.—This replaces the rules in articles 267 and 268. It permits local Governments, subject to certain restrictions, to make rules governing the drawing the compensatory allowances during the leave which corresponds to privilege leave.

Rule 94 calls for no comment.

Rule 95.—This rule reserves to the Secretary of State the power of making rules regarding the leave admissible to chaplains. It seems undesirable to reproduce in the fundamental rules the detailed rules for chaplains which now exist. In order to do so, it would be necessary to transcribe in full a very large number of rules relating to privilege leave, furlough, etc., which are now obsolete for other services.

Rule 96.—This reproduces the provisions of article 534, with an addition designed to remove what is now an undoubted hardship.

Rule 97.—This replaces the rules in note 2 under articles 534 and 537, which have been extended to cover the cases of Governors and Chief Commissioners. The first Governors under the new constitutions will, in many

***F. Rs. 91 and 92** (as they stood on 1st January 1922) have been amended with effect from 17th March 1925—*vide* F. D. correction No. 14, dated 18th May 1925.

cases, be members of the Indian Civil Service; while the pay of at least one Chief Commissioner has recently been raised almost to a level with that of members of a provincial executive council.

Lieutenant-Governors and members of council are now permitted, in certain circumstances, to take leave preliminary to retirement, and it is considered proper to extend to them the ordinary concessions as limited by fundamental rule 88.

The limit of Rs. 4,000 is adopted in order not to penalise Chief Commissioners like those of Delhi and the Andamans, who draw comparatively low pay, and officers who were promoted from those Chief Commissionerships to the offices with which this rule deals.

*Rule 98 contains the substance of articles 546 and 548.

Rule 99 provides for the substance of article 654.

†Rule 100.—

Clauses (a) and (b) of this rule are taken from articles 605 and 606, the second part of clause (a) (i) coming from article 250 (b), with an addition designed to remove an existing grievance.

Clause (c) is taken from rule 2 under article 232.

Rule 101 is intended to empower local Governments to make such rules for hospital and maternity leave as are now laid down in section V of Chapter XII of the Civil Service Regulations, as well as elsewhere.

Rule 102 similarly replaces articles 289 and 290 of the Civil Service Regulations.

Rule 103.—It is intended to give local Governments full powers to regulate the leave to be earned by the varieties of service specified in this rule. The proviso will prevent the grant of any excessive concessions.

Rule 104.—

Clause (a) contains the substance of the rule and notes under article 202 (a).

Clause (b) gives a rule-making power to local Governments.

CHAPTER XI.

(The references in this chapter are to the articles of the Civil Service Regulations as recently revised.)

‡ Rule 105.—

Clauses (a) and (c) are taken from article 175.

Clause (b) (i) is taken from article 182.

Clause (b) (ii) from article 227.

Clause (d), read with rule 106, allows local Governments to lay down the rules which now appear in new article 190-A (b) and (c) and in old appendix 6-A of the Civil Service Regulations.

Rule 106.—This rule leaves it to local Governments to fix all such limits as are now laid down in articles 176 to 180 and 183 and 184 of the Civil Service Regulations.

* F. R. 98 (as it stood on 1st January 1922) has been amended with effect from 9th March 1926—*vide* F. D. correction No. 21, dated 22nd April 1926.

‡ F. R. 100 (as it stood on 1st January 1922) has been amended—*vide* F. D. correction No. 1, dated 15th April 1924. A note has also been inserted below clause (a) (ii) of this Rule with effect from 1st January 1922—*vide* F. D. correction No. 6, dated 21st October 1924.

† A proviso has been added to F. R. 105 with effect from 9th March 1926—*vide* F. D. correction No. 21, dated 22nd April 1926.

Rule 107.—

Clause (a) contains the first sentence of article 185. No reference is made to officiating lien in the new rule, as the fundamental rules do not provide for this variety of lien. Local and tentage allowances also are not mentioned, as local Governments will have full powers regarding compensatory allowances.

Clause (b) (i).—So far as long leave is concerned, the rates allowed by this clause are the same as at present. See articles 227 and 190-B (a). The new rule omits, however, the stipulation at the end of the latter article, by which a Government servant returning from furlough on average salary gets on joining time half average salary only. The reason for making the provision in article 190-B was that under rule leave on average salary is now treated for all purposes, except those of article 408, as equivalent to twice the amount of furlough on half average salary. It was therefore considered right that a Government servant returning from such leave should draw on joining time half average salary only. With the change in the leave rules, by which all leave is now calculated in terms of average pay, this interpretation is no longer justified; and there seems to be no reason why a Government servant returning from leave on average pay should not get average pay during his joining time. The new rules have been drafted accordingly.

On return from privilege leave a Government servant gets at present, under articles 182 and 185, the salary of his old or new post, whichever is less. The proposed new rule will give him his average pay of the past twelve months, and is desirable in the interests of uniformity. It will not give the Government servant less than he draws at present, unless it happens to be lower than the pay of both his old and his new post.

The proviso to this rule is taken from the existing rule in article 190-B (a). The privilege which it concedes dates back to the days of the East India Company.

Note 1 under this rule is reproduced from article 609 of the Civil Service Regulations. • •

Note 2 contains the substance of article 190.

Rule 108.—This is taken from article 189, with the omission of the reference to loss of lien, which is not contemplated by the fundamental rules, and provision, in its place, for transfer of lien as a penalty, in case this is thought necessary.

CHAPTER XII.

Rule 109.—This is taken with some slight changes in wording from article 749-A.

Rule 110.—

Clause (a).—This is a new provision, though its spirit is already observed.

Clause (b).—The provision contained in this rule is nowhere definitely set forth in the Civil Service Regulations. It is, however, implied by the wording of article 763.

The note below the clause is repeated from note 3 under that article.

Clause (c).—This is the substance of article 763, the definite restrictions imposed by the article being replaced by a general provision for the issue of subsidiary rules by the Governor General in Council.

Rule 111.—This is the substance of article 762, slightly re-worded to meet the requirements of the fundamental rules. •

Rule 112 is taken from article 761 (c).

Rule 113.—This rule embodies, in rather more general terms, the provisions of article 752 and article 755 (a). •

Rule 114.—The first part of this rule is taken from the first part of article 758. The second part of the rule replaces articles 763 and 764, the definite restrictions prescribed in those articles being replaced by a general rule-making power reserved to the Governor General in Council.

Rule 115.—This replaces article 765. The only change in substance is the provision that contributions will not be payable during leave. The new rates of contribution, which are now being calculated, will be worked out on this principle.

Rule 116.—Some change has been made from the provisions of articles 766 and 767, in that contributions will in future be calculated on the pay actually drawn in foreign service, excluding that part of it which represents contributions. This is the principle on which the rates of contribution are being recalculated, and it gets rid of that inconvenient invention "assumed pay."

Rule 117.—This rule takes the place of the detailed statement of the rates of contributions now incorporated in the Civil Service Regulations. It was thought better to draft in the form adopted, because, firstly, this will render it easier to make any necessary changes in the rules hereafter and, secondly, the revised rates are still being calculated, and it is likely to be some time before a decision is reached concerning them.

Rule 118 is reproduced from article 771.

Rule 119.—

Clause (a) of this rule replaces article 772, the general powers reserved to the Governor General in Council taking the place of the specific restrictions in that article.

Clause (b) is intended to cover that part of article 776 which deals with questions of substance as opposed to procedure.

Rule 120.—This is article 753 with slight changes in wording.

Rule 121 contains the substance of article 754, with the cession to local Government of a power previously reserved to the Government of India.

Rule 122 is intended to cover the substance of article 777 and the first part of article 778.

Rule 123 is article 781, with the omission of rules of procedure and some slight changes in wording.

Rule 124 is article 757 with slight verbal changes.

Rule 125 is article 755 (b). With a view to removing existing difficulties, the specific rules in the second and third paragraphs of that clause have been replaced by a general provision allowing the local Government on whose establishment the foreign servant is borne to decide the date of reversion.

Rule 126 contains the second part of article 758.

Rule 127.—This is article 783, with the one material change that full power is given to local Governments to reduce or remit contributions.

CHAPTER XIII.

Rules 128 to 130.—These are simple rules designed to replace such of the regulations in Chapter XLII of the Civil Service Regulations as do not deal with pensions. There is still a small number of local funds which are administered by Government. The fundamental rules that the *employés* of such funds as Government servants proper. The *employés* of local funds which are not administered by Government are not Government servants, and the fundamental rules therefore make no mention of them.

Rule 130 will enable local Government, if they so desire, to make provision as in articles 797 and 799 of the Civil Service Regulations.

APPENDIX No. 2.

•Memorandum explanatory of the treatment accorded in the Fundamental Rules to each article in the Civil Service Regulations.

Article 1.—It is considered unnecessary to reproduce *clause (a)*. Separate rules regarding recruitment, etc., have been made under Section 96-B. of the Act.

Clause (b) does not require reproduction. The fundamental rules, within the scope explained by rule 2 of those rules, are intended to replace all existing orders.

Clause (c) is covered by fundamental rule 3.

Article 2 is covered by fundamental rule 3.

Article 3 has been omitted from the fundamental rules, as the regulations regarding travelling allowance also have been omitted. The control of travelling allowance is left to local Governments by Fundamental Rule 44.

Article 4.—The power of interpreting the fundamental rules is reserved to the Governor-General in Council by Fundamental Rule 8. The power of changing them must, in view of their statutory character, be exercised by the Secretary of State in Council. This fact does not require statement in the rules.

†The provisions of the second sub-paragraph of article 4 have been omitted. The fundamental rules will regulate all such matters in future.

CHAPTER II.

Article 5.—This is reproduced in fundamental rule 9.

Article 6.—This article has been omitted, as the term “absentee” is not used in the fundamental rules.

Article 7.—This has been omitted, as the term “Accountant-General” is not employed in the fundamental rules.

Articles 8 to 12.—These articles have been omitted, since the fundamental rules make no mention of “active service.” That term was employed in the Civil Service Regulations for the purposes of counting service for leave and pension. The fundamental rules adopt as the basis of service for leave the periods spent on duty, and the same course will probably be adopted in the pension rules. It may be mentioned, however, that the bulk of the concessions in article 8 re-appear in the fundamental rules, since joining time (which has now replaced subsidiary leave), examination leave and time spent on the voyage to India by a Government servant recalled from leave will all count as duty. Article 9 (ii), as interpreted by article 551, re-appears in fundamental rule 9 (6) (b) (iv).

Article 13.—This has been omitted, as the fundamental rules make no provision for travelling allowance, which will be left to local Governments to control.

Article 14.—This definition also has been omitted. It is considered that it can properly be covered by audit instructions.

Article 15.—This has been omitted, as the term “Audit Officer” does not occur in the fundamental rules.

*The references in this memorandum to rules in the Fundamental Rules are to the rules as they stood on 1st January 1922.

†See Auditor General's decision (3) below F. R. 8.

Article 16.—The term “salary” is not employed in the fundamental rules. It is replaced by “pay” throughout. “Average pay” has been defined in rule 9 (2) as the average monthly pay drawn during the twelve complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay. The change from three years to one year is necessitated by the fact that all leave-salary in future will be calculated on the basis of average pay. Privilege leave vanishes under the fundamental rules and is replaced by leave on average pay. If three years’ average pay were retained, Government servants, and in particular those on a time-scale of pay, would lose very heavily during the first portion of each period of leave. With twelve months’ average it has been calculated that they would gain while on “furlough” more than they would lose while on “privilege leave.”

For pension purposes it will probably be necessary to retain the three years’ average. If so, provision will be made for this by a special definition in the pension rules.

Notes 1 and 3 to the article drop out, since privilege leave will cease to exist, and leave-salary will not be “pay” for the purposes of the definition.

Note 2 re-appears in the first and **note 4** re-appears in the second proviso to fundamental rule 9 (2).

Article 17.—This has been reproduced with slight verbal changes in rule 9 (3).

Article 18.—The substance of this article has been reproduced in rule 9 (18), which has been so worded as to avoid definition by example.

Articles 19 and 20.—These articles are included for the purpose of travelling allowance rules only, and they have therefore been omitted from the fundamental rules.

Article 21.—It is considered unnecessary to define “consolidated pay.” The term is used in connection with military officers only and it is defined in military regulations.

Article 22.—This definition has been omitted, as the terms “continuous service” and “continuous active service” are not used in the fundamental rules.

Article 23.—This article has been omitted, as it applies to travelling allowance rules.

Articles 23-A and 23-B.—These articles have been omitted from the fundamental rules, which contemplate that there will be no deputations in India and that cases which at present fall under the rules regarding deputations will in future be met by the creation of temporary posts. Deputations outside India will be covered by special rules to be framed by the Secretary of State (see Chapter VII of the fundamental rules) and will carry no deputation allowances as such.

Article 23-C.—Duty allowance is abolished in the fundamental rules. All such additions to pay will in future rank as pay proper and will be covered by the definition of “special pay.”

Article 24.—No definition of “extraordinary leave” is inserted in this chapter of the fundamental rules, but the nature of such leave is fully explained in rule 85.

Article 25.—This has been omitted, as it is applicable to travelling allowance rules only.

Article 26.—This has been omitted, as the term “first appointment” is not used in the fundamental rules.

Article 27.—This has been reproduced, with a small addition, in rule 9 (7).

Article 28.—The relevant portion of this article has been reproduced in rule 9 (8). The reference to Mysore has been omitted, as the orders applicable to that State are practically obsolete and will apply in any case to pension only.

Article 29.—This very clumsy definition has not been reproduced in the fundamental rules. All that is necessary for the purpose of these rules has been included in the note under rule 30.

Article 29-A.—The term “Heads of Departments” is not used in the fundamental rules. Provision for powers of delegation has been made in rule 6.

Article 29-B.—This has been omitted, as the term “Imperial Branch or Service” is not used in the fundamental rules. Rules for the classification of services into all-India, provincial and subordinate have already been separately made under Section 96-B of the Act.

Article 30.—It seems unnecessary to define the term “Indian Civil Service,” as its meaning is well known.

Article 31.—The existing definition of “lien” is of little practical use. It has accordingly been re-worded more simply in rule 9 (13), and the various provisions governing the retention of a lien, which are at present scattered through the Civil Service Regulations, have been brought together in rules 12, 13, and 14.

Article 32.—The term local allowance is not used in the fundamental rules. The allowances formerly classed as “local” have been divided into two classes; one of which has become pay and the other compensatory allowances.

Article 33.—The substance of this article has been reproduced in rule 9 (14).

Article 34.—This has been replaced by a new definition, which excludes Chief Commissioners from the local Governments to which full powers are given, but in other respects leave the definition in the Act to apply.

Article 35.—The portion of this article which is really of the nature of a definition has been reproduced in rule 9 (16).

The terms on which a military officer becomes subject to the civil leave rules have now been more properly shown in the leave chapter in rules 61 and 62.

Article 36.—This definition has been reproduced, with changes in wording tending to simplification, in rule 9 (17).

Article 37.—This definition has been omitted, as the term “Native of India” is not used in the fundamental rules except in the definition of Statutory Civil Servant, a class which will be extinct in a few years.

Article 38.—The definitions in this article have been replaced by definitions of “pay” and “substantive pay” in the fundamental rules, which do not use the word “salary.” A number of additions to pay which have hitherto been classed as allowances are now included under pay, being in essence of the same nature as pay. Acting allowances, duty allowances, certain varieties of local allowances and personal allowances all come under this head.

Clause (b) of the article becomes unnecessary, in view of the new system of calculating leave-salary.

With the abolition of salary, the reproduction of clause (c) becomes unnecessary.

Of the rules under this article, rule 1 becomes unnecessary as personal allowances have under the fundamental rules become personal pay and as such are part of pay.

Rule 2 also is unnecessary, as such allowances, which are now of the nature of duty allowances, will become a part of pay.

Rule 3 becomes unnecessary, in view of the abolition of salary.

Rules 4 and 5 are unnecessary. The allowances in question will become a part of pay under the new definition.

Rule 6 has been omitted, since deputation (duty) allowances cease to exist and all other duty allowances become pay.

Article 39.—This article is replaced in the fundamental rules by the definition of "Presumptive pay of a post" in rule 9 (24). The use of this new term will greatly simplify many of the relevant rules.

Of the rules under this article, rules 1 and 2 have been omitted, as it is considered that they can more suitably be issued as an audit instruction.

Rules 3 and 4 have been replaced by rule 33 and the notes under rules 31 and 32. When the conditions of these rules are not fulfilled, the pay of the officiating Government servant will follow the ordinary rules.

Article 40.—Of clause (a) of this article the only part requiring reproduction is that relating to the pay of a military officer and this has been reproduced in rule 9 (21) (b).

Clause (b) is unnecessary for the purposes of the fundamental rules, which do not speak of the "pay of an officer."

Article 41.—This definition is unnecessary and has therefore been omitted. The fundamental rules do not deal with pensions.

Article 42.—This definition has been omitted, as the term "Port Officer" is not used in the fundamental rules.

Article 43.—The substance of this article has been embodied in rule 9 (31). Time-scale also has been brought within the scope of the definition, the existing difference between a progressive rate of pay and a time-scale being a difference of degree only. The fundamental rules employ the term "time-scale" alone in this connection.

Articles 44, 44-A, 44-B and 45.—These definitions have been omitted, as the terms "public conveyance," "rate of exchange, etc.," "remuneration" and "rule of proportions" do not require definition in the fundamental rules.

Article 46.—This definition has been omitted. The term "staff salary" is used in connection with military officers only and in this connection it is defined in military regulations.

Article 47.—This definition has been repeated in fundamental rule 9 (26).

Article 48.—This has been omitted, as no definition of the term "Warrant Officer" seems necessary.

CHAPTER III.

Articles 49 and 50.—The substance of these articles has been reproduced in rule 10 of the fundamental rules, with the modification that full power is given to local Governments in the matter of medical certificates.

Article 51.—The rules in this article have been left to local Governments to lay down, in so far as they are not covered by the rules of recruitment laid down in other rules made under section 96-B. of the Act.

Article 52.—

Clause (a).—The main part of this clause has been reproduced in fundamental rule 17. The rule as to transfer before and after noon has been left for issue as an audit instruction.

Clause (b).—As the new rule governing the pay of officiating Government servants will permit an officiating Government servant to draw pay equal to the full pay of the post in which he officiates, this rule becomes unnecessary. The latter part of fundamental rule 31 provides for cases in which the pay of the officer's substantive post exceeds that of the post in which he officiates.

Clause (c).—Provision for this has been made in the definition of duty in fundamental rule 9 (6) (b) (ii).

Articles 53 to 59.—These provisions are not of sufficient importance to justify inclusion in the fundamental rules. They have been left to be laid down by local Governments.

Article 60.—This article loses all its force, in view of the new rules regulating leave-salary. It has therefore been omitted.

Article 61.—This has been taken to the Pay Chapter of the fundamental rules, and appears as fundamental rule 37.

Article 62.—This becomes unnecessary, as duty allowance and one class of local allowance now become pay. Full powers with regard to compensatory allowances are left to local Governments.

Article 63.—This also has been omitted, in view of the re-organisation of the all-India services and the specific provision which has now been made for the pay and allowances of Indians serving in them.

**Articles 64 and 65.*—These have been omitted, and local Governments have been left full powers to make advances in India.

Article 66.—It seems unnecessary to lay this down as a fundamental rule. The Secretary of State, who gives the advances, will naturally prescribe the terms of recovery.

Articles 67 and 68.—These have been omitted as being rules of procedure. The important part of them will be covered by the regulations which the Governor General in Council will make to cover the issue of moneys from treasuries.

Article 68A.—Under the definition of duty in rule 9 (6) (b), a local Government can treat an officer undergoing a course of training or instruction as on duty; while fundamental rule 20† authorises it to vary his pay and allowances in such a case. Nothing further seems to be necessary.

CHAPTER IV.

Article 69.—This article is out of place in the fundamental rules. The requisite provision has been made in the audit resolutions, which limit the pay of a post created by authorities in India.

Article 70.—Already cancelled.

Article 71 —

Clause (a) of this article has been taken into the general chapter of the fundamental rules and appears there as rule 11.

Clause (b) has been omitted. It really describes privileges of certain local bodies and not conditions of Government service.

Clause (c) has been provided for in rule 48.

Article 72 —

Clauses (a) and (b).—The substance of these clauses has been included in fundamental rule 46, with the omission of the administrative instructions which appear at the end of clause (a).

Clauses (c) and (d) will be covered by the general powers given to local Governments in rule 47.

Clause (e) is now unnecessary. A "recurring honorarium" has ceased to exist—*vide* the definition in rule 9 (9).

Article 73.—The substance of this has been included in rule 48.

Article 74.—The matter included in this article will be covered by the general rules which local Governments will make under rule 47.

Articles 75 and 76 have already been cancelled.

Article 76-A.—This definition has been transferred to the definition chapter of the fundamental rules, where it appears as rule 9 (30).

*It is the intention to embody the provision of Article 64, Civil Service Regulations, in Article 159 (b) of Civil Account Code, Vol. I (8th edition). In the meanwhile, advances referred to in Article 64, Civil Service Regulations, may continue to be granted.

[G. I. F. D. letter No. 475-A, dated 9th June 1923.]

† *F. R. 20* (as it stood on 1st January 1922) has since been amended.

Articles 76-B and 76-C.—Rules 39, 40 and 41 of the fundamental rules give power to local Governments to fix the pay of temporary posts on certain general principles, and lay down the rule that an officer appointed to a temporary post should draw the full pay of that post. This will do away with a number of existing anomalies and remove a constant source of hard cases.

Articles 77 to 81.—Deputation inside India is not contemplated by the fundamental rules. It is considered that all cases in which such deputation is now made can properly be met by the creation of temporary posts.

Article 82.—The rule in this article is left to local Governments to prescribe, seeing that they will have full power in respect of travelling allowances.

Article 83.—There will be, at the most, one Lieutenant-Governor under the new constitutions, and it seems unnecessary therefore to retain these rules in the fundamental rules. The fixation of pay will be subject to the ordinary restrictions and to any special restrictions which the Secretary of State may impose.

Article 84.—The allowances contemplated by this article can be given as "special pay" or as part of the pay of temporary posts by the local Governments under their new powers, and they need not be specified here.

Articles 85 and 85-A.—These have been replaced by rules 50 and 51, which reproduce the latest orders of the Secretary of State.

CHAPTER V.

Article 86.—Acting allowance has been abolished in the fundamental rules; under which an acting Government servant draws as pay the pay of the post in which he officiates, unless his pay is specially reduced by the local Government. The rules under this article are reproduced as rule 36 of the fundamental rules.

Article 87.—Substantive *pro tempore* appointments do not find a place in the fundamental rules. See note on articles 90 to 93 below.

Article 88.—Appointments to be "in charge" also are abolished. The cases in which they are now made can be met either by the grant of special pay or by reduction of the pay of an officiating Government servant under fundamental rule 35.

Article 89.—This has been replaced by fundamental rule 13,* which provides, in addition, for a provisionally substantive appointment to a selection grade.

Articles 90 to 93.—Substantive *pro tempore* appointments have been abolished. With the new conception of duty, and the grant to an officiating Government servant of the full pay of the post in which he acts, there is no longer any need for them.

Articles 94 and 95.—See the note on article 88 above.

Articles 96 and 97 become unnecessary, in view of the new principle on which the pay of an officiating Government servant is calculated.

Article 98 contains administrative instructions which should not find a place in the fundamental rules,

Articles 99 to 103 have already been cancelled.

CHAPTER VI,

Articles 104 and 105.—These special rules are unnecessary, in view of the new principles on which the pay of an officiating Government servant is to be calculated. These new principles will apply to the services contemplated by article 104, as well as to other services.

*F. R. 13 (as it stood on 1st January 1922) has since been amended.

Article 106.—Appointments of the kind contemplated by this article will be regulated in future by rule 31.

Article 107.—This article becomes unnecessary, because the new rules would allow such a Government servant to draw the full pay of the post in which he acts, unless the local Government desires to reduce it under rule 35.

Article 108.—The corresponding rule in the fundamental rules is rule 43. In view of the undesirability of stereotyping in the fundamental rules the present rates of subsistence allowances, power to fix such allowances (on grants, as they are now called) has been left to the Secretary of State in Council.

Article 109.—As will appear from the following notes, it is unnecessary to retain special rules for military officers.

The note under this article is reproduced in fundamental rule 34.

Article 110.—This will be covered by fundamental rule 3.

Articles 111 to 113.—There appears to be no reason why the officers concerned should not draw the full consolidated pay of the posts in which they act, as in the case of other services.

Articles 114 to 116.—Here also the officers concerned may be allowed to draw the full pay, *plus* staff salary, of the posts in which they act.

Articles 117 and 118.—Here too no special rules seem to be necessary for the classes of Government servants concerned.

Clause (b) of article 117 actually contains the general rule adopted in the fundamental rules.

Article 119—

Clause (a) of this article merely forbids grade to grade promotion, and is therefore consistent with the fundamental rules.

Clause (b) will follow from rule 31, read with the definition of presumptive pay of a post.

Article 120.—These officers may follow the ordinary rule, and receive the full pay of the class or post in which they officiate.

Article 121.—When a Government servant without a substantive post officiates in a post, he may be allowed to draw its pay, subject to such reductions as the Governor-General in Council or the local Government may wish to make.

Article 122.—An officer so acting will under the general rule draw the presumptive pay of the post in which he officiates, which means the pay which he himself would draw if he held it substantively. Nothing further seems necessary.

Article 123.—It is unnecessary to reproduce this article in the fundamental rules. Under rule 31, the Government servant concerned will draw the presumptive pay of the post, which rule 9 (24) defines as the pay which he would draw if he held the post substantively. *Ex hypothesi*, he could be appointed to hold it substantively on the pay prescribed for the provincial service only. Therefore the article merely states exactly what the fundamental rules state.

Article 124.—Local Governments can regulate such matters under the powers conferred by fundamental rule 35. This may be left to them.

Article 125 has already been cancelled.

Article 126.—Charge allowance has been abolished, and this article is accordingly omitted.

Articles 127 to 132 have already been cancelled.

Article 133.—It is understood that no officer covered by the rule in clause (a) of this article is still in the service. This article has therefore been omitted.

Articles 134 to 137.—The principles laid down in articles 135 and 136 are practically identical with those adopted in the new rules for all-India services generally. For the rest, the Forest Department as a whole may properly come under the new rules.

Article 133.—It seems unnecessary to reproduce this article in the Civil Service Regulations. Of the specific officers which it mentions:—

- (i) The pay of officiating Lieutenant-Governors will be governed by the ordinary rule 31.
- (ii) The pay of temporary members of council is fixed by the Government of India Act itself.
- (iii) The acting allowance of Judges of High Courts is prescribed in rules made under section 104 of the Act.
- (iv) So far as ecclesiastical officers are concerned, the acting allowances of bishops are shortly to be fixed by rules made under another section of the Act; and the only special allowances for chaplains generally are allowances for holding archdeacons' posts. These can be prescribed by local Governments, under such guidance as the Governor General in Council, in connection with this central subject, chooses to give.
- (v) The acting allowance of law officers is stated in the present article 654 to be similar to that of members of the Indian Civil Service. They can therefore, like the Indian Civil Service, come under the general rule laid down in the fundamental rules.

Articles 133 and 139-A.—Local Governments can be left to fix these rates under the powers given to them by the fundamental rules.

Article 140.—This also may be left to local Governments. The latter part of the article contains the main principle of the fundamental rules—that no acting appointment should be made without change of duties.

Article 141.—The cases for which this article provides will be met by the application of rule 31.

Article 142.—This article does not need reproduction, as the concession given by it is identical with the new general rule governing the pay of acting Government servants.

The allowances specified in the notes under the article can be given by local Governments under their new powers.

Articles 142-A, 143 and 143-A.—It may be left to local Governments to fix rates of acting pay under the new rules in cases of the kind contemplated by these articles.

Article 144.—This also can be left to local Governments, which already have power in such cases to give to the acting Government servants the full pay of the posts in which they act.

Articles 145 and 146 have already been cancelled.

Articles 147 and 148.—It is considered that these cases also may be left to the operation of the new rules. It has been decided not to retain, in the case of absentees on less than Rs. 100, the condition that no extra expense should be caused to Government. If local Governments desire to enforce this, they can always reduce the pay of the acting Government servant under fundamental rule 35.

CHAPTER VII.

Article 149.—It seems unnecessary to retain this article in the fundamental rules. The fixation of suitable rates of time-scale pay can properly be left to the authorities empowered to fix pay.

Article 150.—This article has been omitted. It is merely a guide to the calculation of the average cost of a post on a time-scale pay and it may be issued as an audit instruction.

Article 151.—This makes a statement which is obviously untrue and it seems unnecessary either to reproduce or re-word it in the fundamental rules.

Article 152.—The substance of this article has been reproduced in fundamental rule 24, full powers of delegation being left to local Governments.

Article 153—

Clause (a) of this article is an administrative instruction and has therefore been omitted.

The substance of *clause (b)* is reproduced in fundamental rule 27.

Article 154.—The substance of this article has been reproduced with a modification in the direction of liberality, in rule 29 of the fundamental rules.

Article 155.—This article is replaced by fundamental rule 32. A simple rule has been evolved to take the place of the present complicated provisions, and it is hoped that it will obviate the anomalies which now arise.

Articles 156 to 157-A.—These have been re-worded in rule 22 of the fundamental rules, with some change of substance making for simplicity and the removal of present anomalies.

Article 157-B —

Clause (a) of this article states a fact which should be sufficiently obvious without inclusion in the fundamental rules.

Clause (b) has been reproduced in rule 28. •

Article 158 has been reproduced in rule 23.

Article 159.—The substance of this article appears in rule 26. The note under it becomes unnecessary, in view of the new treatment of lien.

Article 160.—It seems unnecessary to state specifically the fact recorded in this article.

Article 160-A.—The period in question will be duty, if the local Government so declares, and will necessarily count for increment.

Article 160-B —

The confession given by *clause (a)* of this article has been withdrawn. An audit instruction may, if necessary, state that it is still in force for present incumbents.

Clause (b) has not been reproduced in the fundamental rules. •

CHAPTER VIII.

Article 161.—This article has been omitted as unnecessary. If two posts can be combined as a permanent measure, the proper course is to abolish one of them and combine their duties in the other.

Article 162.—*Clauses (i) and (ii)* of this article have been reproduced, with a slight change in wording, in rule 49 (*a*) and (*b*). The proviso in *clause (iii)* of the article has been omitted. Under rule 35, a local Government may give any officiating Government servant less than the full pay admissible under rule, and that seems sufficient. Under the article as it stands, local Governments can even now dispense with the proviso.

Article 162-A.—This has been omitted, as it appears to constitute an unnecessary restriction on the powers of local Governments. When additional work is involved, there seems to be no reason why the local Government should not be permitted to give increased pay, even if the two posts are in the same office.

Article 163 will be covered by the power of local Governments to give an acting officer any pay up to the full pay of the post in which he acts, and by rule 49 (*b*) of the fundamental rules.

Article 164.—The gist of this is reproduced in *clause (c)* of rule 49. Reference to duty allowance is omitted, as such an allowance attached to a specific post will in future be part of pay.

Articles 165 to 169-A have been omitted, in view of the abolition of charge allowances. See note on article 88 above.

Articles 170 to 172-A have been omitted. The allowances with which they deal will, in future, be treated as "special pay" sanctioned by the Secretary of State.

Articles 172-B and 173 will be covered by the powers of a local Government to give an acting officer any pay up to the full pay of the post in which he acts.

Article 174.—See note on articles 170 to 172-A.

Article 174-A has been omitted, as the distinction between acting, charge and duty allowances has really been abolished; all becoming part of pay.

. CHAPTER IX.

(The references in this chapter are to the revised articles which have recently been published.)

Article 175 —

A short definition has been taken to the definition chapter of the fundamental rules and appears as fundamental rule 9 (10).

Joining time on change of appointment and return from long leave is included in *clauses (a), (b) and (c)* of fundamental rule 105.

The provision for appointment after unemployment is omitted in the fundamental rules, as unemployment is now rarely, if ever, seen.

Minimum joining time is left under the fundamental rules for local Governments to fix.

The fact that a Government servant is on duty while on joining time has been taken to rules 9 (6) (a) and 107, which allow all joining time to reckon as duty.

Articles 176 to 178.—The details for which these articles provide have been left to local Governments to regulate by rule under fundamental rule 106.

Article 179.—This is purely an audit instruction which should not find a place in the fundamental rules.

Articles 180 and 181.—Such details have been left to local Governments to regulate by rule under fundamental rule 106.

Article 182.—Privilege and examination leave cease to exist under the fundamental rules. Joining time after short leave is covered by fundamental rule 105 (b) (i).

Articles 183 and 184.—Both these will be covered by the rule-making powers of local Governments.

Article 185 —

This has been re-written in rule 107 on a simpler principle. No reference is made in the rule to lien on an officiating appointment, which has ceased to exist, or to local or tentage allowance, with regard to which local Governments will have full powers.

The note under this article has been omitted, as it is thought that the concession which it makes may properly be included in the officer's conditions of employment.

Article 186.—This has been replaced by rule 107 (b) (ii). Examination leave has now ceased to exist and privilege leave is replaced by leave on average pay. The pay on joining time of a Government servant returning from such leave will be his average pay for the past twelve months, and he will not lose unless that pay is less than the pay of both his old and his new post.

Article 187.—This is not really connected with joining time. It has been taken to its proper place in rule 42, which deals with subsistence grants, and has been extended to all Government servants recruited in the United Kingdom.

Article 188.—It is intended to allow cases of the kind contemplated by this article to be covered by the general rule 107 (a). Local Governments already have power to sanction in such cases the rates of pay given by that clause.

Article 189.—The substance of this article appears in rule 108, with the omission of the reference to loss of lien. This penalty is very severe and it is

believed to be never enforced at present. The fundamental rules do not contemplate loss of lien, though lien may be transferred as a punishment.

Article 190.—This has been repeated as note 2 under fundamental rule 107.

Article 190-A —

Clause (a) has been omitted,* in view of the provisions of fundamental rule 72, which definitely forbids return from leave more than fourteen days before its expiry.

Clauses (b) and (c) are covered by rules 105 (d) and 106.

Article 190-B —

Clause (a) is repeated in rule 107 (b) (ii) with one change. The last sentence of the existing clause lays down that a Government servant returning from leave on average salary will get during joining time half average salary only. The reason for making this provision was that under new article 316-A (b) leave on average salary is now treated for all purposes, except those of article 408, as equivalent to twice the amount of furlough on half average salary. It was therefore considered right that he should draw on joining time, when returning from such leave, half average salary only. With the change in the leave rules by which all leave will in future be calculated in terms of leave on average pay, this interpretation is no longer justified, and there seems to be no reason why an officer returning from leave on average pay should not get average pay during his joining time. The new rule has been drafted accordingly.

Clause (b) is reproduced in rule 107 (b) (i).

CHAPTER X.

Article 191.—The substance of this article has been reproduced in rule 53.

Article 192.—The necessary portion of this article has been reproduced in rule 52.

Article 193 —

Clause (a) is taken into rule 53 (b), the amount of subsistence grant allowable being laid down in rule 43 (b). It seems unnecessary to repeat the reference to rations, which can be issued as an administrative order.

Clause (b) is reproduced in rule 54.

Clause (c) and the rule under it have been omitted. The former is an administrative instruction, and the latter is an unnecessary gloss on clause (a).

Article 193-A.—The general rules as drafted will apply to temporary as well as to permanent *employés*. The administrative instructions contained in this article need not be reproduced in the fundamental rules.

Article 194.—This article has not been reproduced in the fundamental rules. It may properly be left to the local Government concerned to suspend an officer in circumstances of this kind.

Article 195.—This is reproduced in rule 55, with the omission of the last sentence. It is considered unnecessary to require a reference to the Secretary of State in a case of this kind.

CHAPTER XI.

(NOTE.—The reference to chapters and articles of the leave rules in the Civil Service Regulations are to the new chapters and articles as recently amended.)

Article 196 —

The special exceptions made by this article are treated as follows in the fundamental rules:—

Clause (a) is covered by fundamental rules 94 (a) and 96.

Clause (b) is covered by fundamental rule 94 (b).

Clause (c) is covered by fundamental rule 98.

As to *clause (d)*, see note on article 566.

Clause (e) is replaced by fundamental rules 94 (c) and 95.

Clause (f) is replaced by fundamental rule 100.

As to *clause (g)*, see note on article 622*.

Clause (h) is covered by fundamental rule 99.

As to *clause (i)*, see note on articles 661—666.

As to *clause (j)*, see note on articles 670 to 677.

Clauses (k) to (n) contain special rules relating to certain subordinate Police establishments. If the local Governments desire to retain any of these, they can issue them as special rules under fundamental rule 2.

Clause (o) is covered by fundamental rule 104 (a) (i).

The rule under the article is replaced by rule 104 (a) (ii) (2).

The note under the article provides for such exceptional circumstances that local Governments may fairly be left to apply for special sanction in cases covered by it.

Article 197 —

Clause (a) is repeated in fundamental rule 67.

Clause (b) as altered and *clause (c)* contain administrative instructions only and are therefore not repeated in the fundamental rules.

Article 198.—This has been repeated in fundamental rule 18,* with the omission of the reference to the powers of the Secretary of State in Council, which do not require statement in the fundamental rules.

Article 199 —

Clause (a) becomes unnecessary in view of the removal of restrictions prescribing intervals between periods of leave.

Clauses (b) and (c) are repeated in fundamental rule 70, with the omission of reference to travelling allowance, which will be inserted in rules made under fundamental rule 44.

Note 1 under the Article is included in the main portion of fundamental rule 70.

Note 2 has been omitted in view of the omission of *clause (a)*.

Article 200.—The substance of this has been repeated in fundamental rule 69, with the change that the permission of the authority empowered to appoint the officer in question has now been made sufficient sanction in the case of gazetted as well as non-gazetted officers.

Article 200-A.—This has been omitted and all service on deputation out of India has been left to count as duty.

Article 201.—Fundamental rule 103 gives local Governments power to frame rules regulating the leave earned by temporary and officiating service. Nothing more seems necessary.

Article 202 —

Clause (a) will be replaced by rules made by local Governments under fundamental rule 104 (b). Rule 1 under it, with its note, is covered by fundamental rule 104 (a).

Note 2 is an administrative instruction and has therefore been omitted.

Note 3 also has been omitted, as the appendix to which it refers, if maintained at all, will be maintained for audit convenience and not as a part of the fundamental rules.

Clauses (b) and (c) of this article have been omitted. Local Governments will regulate such matters under the rule-making powers conferred on them by rule 104 (b).

*F. R. 18 (as it stood on 1st January 1922) has since been amended.

Article 203.—The powers left to local Governments under fundamental rule 104 (b) will enable them to issue rules providing for the cases contemplated by this article.

Article 203-A.—This will be covered by the powers given to local Governments by fundamental rule 9 (6) (b) of counting as duty service of the kind with which the article deals.

Article 204.—The first part of this article has been repeated in fundamental rule 64. The second part of it has been included in fundamental rule 77 (d).

Article 205 has been reproduced in fundamental rule 65.

Articles 206 and 207.—It is considered unnecessary to retain these special rules. If ever an outsider is brought in as a private secretary, the rules can be made as part of the conditions of his appointment.

Article 208.—The provisions of this article are covered by fundamental rule 103, which gives local Governments full powers as regards work remunerated by fees.

Article 209.—This also has been omitted. If a case of the kind contemplated occurs, it can be met by special provisions in the terms of the appointment. Rule 130 gives a local Government discretion in such a case.

Article 210.—Fundamental rule 14 provides for the retention of a lien on a substantive post. Liens on officiating appointments have ceased to exist.

Articles 211 and 212.—Fundamental rule 14 allows a lien on a substantive post to all officers on leave of any kind. This is an essential part of the new conception of lien.

Article 213.—The same is the case with lien on joining time.

Article 214.—The fact stated in the first part of the article follows naturally from fundamental rule 14. The latter part of the article has been transferred to the general chapter and appears as fundamental rule 15.

Article 215.—Fundamental rule 59 lays down that the ordinary rules apply to those officers only who hold substantively permanent posts. The regulation of leave to be given to officers holding temporary posts or officiating in permanent posts is left by fundamental rule 103 to local Governments.

Note 1 under the article is covered by fundamental rule 61 (a) (i).

Note 2 will follow from the ordinary rules if the officers in question are held to be in civil employ.

Articles 216 to 219.—These have been omitted as containing rules of procedure only, which should be included in the supplementary rules made under fundamental rule 74.

Articles 220 and 221.—The relevant part of these articles is contained in fundamental rule 68. Powers have been given to local Governments to make rules covering the minor details in the articles.

Article 221-A.—This is covered by the powers given to local Governments by fundamental rules 105 (d) and 106.

Article 222 has been omitted as containing a rule of procedure only. It will be covered by the rules made under fundamental rule 74.

Article 223.—**Clause (a)** has been reproduced in fundamental rule 72. **Clause (b)** can be met by executive or disciplinary action of the local Government.

Article 224 should be included in the rules made under fundamental rule 74.

Article 225 is covered by fundamental rule 71.

Article 226.—This is an administrative instruction and need not appear in the fundamental rules. It will be included in rules made under 74.

Article 227.—The substance of this article has been repeated in the joining time chapter of the fundamental rules as rule 106 (b) (ii).

Article 228.—This has been omitted as containing a rule of procedure only. It may be laid down by Local Governments under fundamental rules 74.

Rule 229.—Provision has been made in fundamental rule 73 for the loss of leave-salary. The same rule makes provision for transfer of lien. Under the present rules loss of lien is too severe a penalty and is never enforced; while the fundamental rules do not contemplate complete loss of lien

Note 1 under the article becomes unnecessary, as past service cannot now be forfeited.

Note 2 is covered by the power of extending leave given to Local Governments by fundamental rule 73. This is a logical accompaniment of their power of granting leave.

Article 230.—This has been omitted as unnecessary in view of the abolition of "loss of appointment."

Article 231.—This has been omitted, as continuous service and continuous active service have no meaning under the fundamental rules.

Article 232.—Rules 83 (b) (iv) and 85 (b) provide for the combination with ordinary leave of special disability leave and extraordinary leave respectively. With the abolition of other varieties of leave, the provision in this article relating to combination of leave becomes unnecessary. Fundamental rule 87 allows an officer to elect whether his leave will be on average or half average pay; fundamental rule 73 provides for extension of leave; and rule 85 (b) allows retrospective commutation of leave without allowances into extraordinary leave.

Rule 1 under the article becomes unnecessary, as the rules as they stand do not permit the commutation of extraordinary leave into other leave, while rule 85 (b) allows its combination with ordinary leave. The relevant part of rule 2 appears in fundamental rule 100 (c).*

Article 233.—Clause (a) is replaced by fundamental rule 81 (d).

Clause (b) is repeated in fundamental rule 100 (b).

Article 234.—This has been reproduced, in a simplified form, in fundamental rule 86.

Articles 235 to 240 have already been cancelled.

CHAPTER XII.

Article 241.—See the note on article 196. The rule under this article can be met by issuing it as a special rule under fundamental rule 2.

Article 242.—The subject matter of this article will be covered by the rules which Local Governments will frame under fundamental rule 103 (a).

Article 243.—This restriction may be imposed by Local Governments, if they think it desirable, in rules which they will frame under fundamental rule 103 (b).

Article 244.—This can be covered by a rule under fundamental rule 103 (a).

Article 245.—This has been omitted, in view of the fact that no pilot vessel now remains at sea for more than a month

Article 246.—Privilege leave as such has been abolished and its place is taken by leave on average pay, while the concession of full salary on such leave has been replaced by the grant of full average pay for the first four months of each period of leave on average pay. The new rules as to the earning of leave provide for the earning of one month's leave on average pay for each 11 months of service.

Article 247.—This becomes unnecessary under the new rules and has therefore been omitted.

Article 248.—It is unnecessary to state the substance of this article in the fundamental rules. It is clear that a newly-appointed Government servant does not perform duty until he takes charge of his office.

*F. R. 100 (as it stood on 1st January 1922) has since been amended.

Article 249.—Under the fundamental rule subsidiary leave has been replaced by joining time, and all joining time counts as duty. This renders unnecessary the first part of the article. The second part has been omitted because in present circumstances unemployment practically never occurs.

Article 250.—The fundamental rules lay down (rule 61) that a military officer officiating in civil employ does not become subject to the civil leave rules until he has acted for three years. Provision for the privilege leave of an officer who has acted for less than three years, and therefore remains subject to military leave rules, is made in fundamental rule 100 (a) (i),* which repeats the substance of clause (b) of this article.

Article 251.—The limit imposed by the substantive part of this article was included in the calculation the result of which appears in fundamental rule 81 (b): with the modification that the right of accumulating privilege leave up to four months has, in accordance with recent orders of the Secretary of State, been extended to Government servants under the ordinary leave rules.

As regards the exception, it is considered that any such special rule is unnecessary in the fundamental rules. Those rules give officers the full choice of drawing average pay or half average pay on leave. Cases of real hardship can be met by Local Governments by the grant of joining time under fundamental rule 106 read with 105 (d).

Article 252.—Interruption of duty ceases to exist under the fundamental rules, and fundamental rule 80 in effect defines leave due as leave earned minus leave taken.

Article 253.—Interruption of duty now produces no effect upon accumulated leave and this article has therefore been omitted.

Article 254.—Examination leave has ceased to exist and, unless joining time is extended, absence after the close of joining time will anyhow not count as duty. This article therefore becomes unnecessary and has been omitted.

Article 255.—Examination leave will not in future exist, but the period spent in preparing for and undergoing an examination may, under rule 9 (b) (b), be classed by Local Governments as duty. Nothing further is necessary.

Article 256.—Interruption of duty means nothing under the fundamental rules and this article has therefore been omitted.

Articles 257 and 258.—The time spent under suspension is clearly not duty under the definition in rule 9 (6). Interruption of duty has no meaning under the fundamental rules. These articles have therefore been omitted.

Article 259.—This has been omitted since under the new definition, no leave amounts to duty, while interruption of duty means nothing.

Article 260.—The grant of all kinds of leave is now covered by fundamental rule 81 and special provision for the grant of privilege leave is unnecessary. This article has therefore been omitted.

Article 261.—During that portion of leave which will, under the fundamental rules, take the place of privilege leave, a Government servant will get his average pay during the past 12 months only, instead of the pay which he was actually earning at the time of taking leave. This may occasionally mean some loss to the Government servant, but the loss will be more than compensated by the gain which will accrue to him from the calculation of "furlough allowances" also on one year's average instead of three.

Article 262 has already been cancelled.

Article 263.—This article is unnecessary in the fundamental rules, as the amount of a Government servant's leave-salary will no longer depend on the post on which he has a lien. It is an essential feature of the fundamental rules that every person who has once been substantively appointed to a permanent post shall, unless his lien is suspended while he is transferred to other duty, retain a lien throughout his service on some substantive post.

Article 264 has already been cancelled.

*F. R. 100 (as it stood on 1st January 1922) has since been amended.

Article 265.—This also has been omitted, as under the fundamental rules the amount of leave-salary will not depend upon lien.

Article 266.—This has been omitted in view of the fact that in future all leave-salary will be calculated upon past average pay.

Articles 267 and 268.—Fundamental rule 93 leaves it to Local Governments, subject to certain restrictions, to regulate the drawing of local allowances during that part of leave which will in future take the place of privilege leave.

Articles 269 and 270 have already been cancelled.

Article 271.—This is covered by the general rule in fundamental rule 82.

The note under the article can be laid down by Local Governments under the powers conferred upon them by that rule.

Article 272.—This is covered by fundamental rule 82 (b).

Article 273.—This is covered by the power given to Local Governments in fundamental rule 82 (a) to make rules prescribing when a Government servant may be considered to have availed himself of a vacation.

Article 274.—This also is covered by rule 82 (b).

Article 275.—This is covered by the provision for credit of leave to a Government servant's account which appears in fundamental rule 77. Any amount once credited will remain at his credit even after his transfer to a vacation department.

Article 276.—This also will be covered by the ordinary rules as now drafted.

Article 276-A.—This has been omitted, as interruption of duty is now meaningless.

Article 277.—Local Governments will be able to provide for the rule in this article by the use of their rule-making powers under fundamental rule 82 (a).

Article 278.—This is covered by the general provision of fundamental rule 82.

Articles 279 to 286.—No provision for examination leave is made in the fundamental rules. Local Governments can allow it to count as duty under fundamental rule 9 (6) (b), reducing emoluments under fundamental rule 20 if necessary.

Articles 287 to 294.—Rules regarding hospital leave and maternity leave can be made by Local Governments and the Governor-General in Council under the powers conferred by fundamental rule 101.

Articles 295 and 296.—The Governor-General in Council will make special rules under fundamental rule 2 to cover the provisions of these articles.

CHAPTER XII-A.

Article 297.—It is unnecessary to repeat in the fundamental rules the provisions of this article. The new rules apply to all Government servants, except where it is specially stated that they do not apply.

Article 298 has already been cancelled.

Article 299 has been omitted.

Clause (a) provides for procedure only and will be covered by rules made by the Auditor General and the Local Governments under fundamental rule 74.

Clause (b) defines a power of the Secretary of State, which does not require stating in the fundamental rules.

Clause (c). The fundamental rules contemplate that an authority which has power to grant leave can always extend it, retrospectively or otherwise.

Article 300 has been omitted, as it deals with procedure only and will be covered by rules made under fundamental rule 74.

Article 301.—The limits upon the total amount of leave have been reproduced in fundamental rule 81 (d).

Article 302.—Provision is made in fundamental rule 81 (c) for leave not due, and that provision includes the substance of articles 301 (b) and 302. The apparent reduction in the limit is due to the expression of leave in the fundamental rules in terms of leave on average pay. The second part of article 302 is re-worded in fundamental rule 81 (e).

Article 303.—This has been omitted, as it contains administrative instructions only.

Article 304.—This has been omitted, as it is thought to be unnecessary to provide specifically for extension of leave. The authority which has power to grant leave naturally has power to extend it, subject to the usual limits.

Article 305 has already been cancelled.

Article 306.—Fundamental rule 85 provides for the grant of extraordinary leave.

Proviso (i) under the article appears in fundamental rule 85 (a).

Proviso (ii) has been omitted, as the fundamental rules do not contemplate any cases where no lien is retained.

The provision laid down in clause (b) is implied by the new rule.

Rule 1 under the article has been omitted, as it is now considered unnecessary to allow extraordinary leave to be given when other leave is admissible.

Article 307.—The relevant portion of this article has been repeated in fundamental rule 85 (c).

Articles 308 and 309.—Casual leave is even now "not subject to any rule," and it is considered that its grant and the conditions thereof may properly be left to Local Governments.

CHAPTER XIII.

Article 310.—The rules for admission to the benefit of the special leave rules are at present under revision, which is unlikely to be completed before the fundamental rules are issued. Fundamental rule 75* has therefore been so drafted as to give the Secretary of State in Council power to make the rules.

Article 311.—This article also will be covered by the rules which the Secretary of State may draft. It could not be applied to the new rules as they stand, otherwise a military officer in civil employ, if he reverted substantively to military employ, would retain the privileges of the civil leave rules.

Article 312.—The maximum amounts prescribed in this article are replaced by the new periods given in fundamental rule 81. In calculating these rates, the maximum period of furlough is taken as six years in the case of all Government servants subject to the special leave rules. The extra six months given by Article 312 to members of the Indian Civil Service and military officers subject to the civil leave rules represent the six months of special leave with allowances which could be granted to such officers before revised article 312 came into force. Provision for this leave is now made in note 2 (ii) under fundamental rule 78, which treats it entirely independently of the leave account.

The total of six years, when expressed in terms of leave on average pay, becomes 3 years in fundamental rule 81(a) (i).

Article 313.—In the fundamental rules the amount of furlough earned is not prescribed separately. All leave, expressed in terms of leave on average

*F. R. 75 (as it stood on 1st January 1922) has since been replaced by revised F. R. 75, and F. Rs. 75A, 75B and 75C and the Schedule (inserted after F. R. 130).

pay, is shown together in rule 77. The fraction of $\frac{5}{32}$ nds of the period spent on duty there adopted is calculated as follows:—

By 11 months of what will in future be called "duty," an officer subject to the special leave rules now earns one month of privilege leave, and by 12 months' active service (including privilege leave) he earns three months' furlough, which is equivalent to $1\frac{1}{2}$ months in terms of leave on average pay. By a period of duty of 11 months, he thus earns at present $2\frac{1}{2}$ months' leave expressed in terms of leave on average pay. $\frac{2\frac{1}{2}}{11} = \frac{5}{32}$, the figure adopted in the fundamental rules.

Article 314—

Clause (i).—The first part of this rule has been replaced by fundamental rule 77 (c), which allows a military officer to credit to his account, as leave corresponding to furlough one-eighth of the period spent on duty or on privilege leave since the commencement of his service in India.

The latter part of clause (i) and the rule under it have been taken to fundamental rule 61.

The note under clause (i) is omitted, as it provides for audit procedure only.

Clause (ii).—This clause and note 2 under it are replaced by fundamental rules 77 (e) and 79, and the provisions of note 1 under the clause may be laid down in the rules to be framed by the Secretary of State in Council under rule 75.

Article 315.—This is replaced by the simple rule in fundamental rule 80. The note appears as note (2) (ii) under fundamental rule 78.

Article 316.—The main provisions are replaced by those of rules 89 and 90, which reproduce the same *maxima* and *minima*, being the *maxima* and *minima* recently prescribed by the Secretary of State. The substance of clause (b) under the article is reproduced in note 2 under rule 90. The note under clause (b) becomes note 3 under fundamental rule 90. The proviso has been omitted in view of the fact that leave-salary is now calculated on average pay for twelve months only. It is considered that a Government servant should not, in the changed circumstances, be penalised if he reverts to a lower rate of pay shortly before going on leave.

Article 316-A.—Practically all the provisions of this article find a place in the fundamental rules. Thus:—

Clause (a). The limit of one year appears in rule 81 (b) (i); 1-11th of the period spent on duty, which is mentioned in that rule, representing the existing limit of privilege leave.

Clause (b) asserts the general principle of the fundamental rules, though the latter state all leave in terms of leave on average pay instead of stating furlough in terms of leave on half average salary.

Clause (c). The limit of eight months is reproduced in fundamental rule 81 (b) (i).

Clause (d) has been omitted, as being an administrative instruction.

Clause (e) is reproduced in fundamental rules 89, 90, 91 and 92, with the exception that, in view of the frequently arising necessity of changing the standard of conversion the rate of exchange is left to be fixed by the Secretary of State in Council.

Clause (f). The limit of eight months appears in fundamental rule 81 (b) (i).

Clause (g). The principle laid down in this clause is an essential feature of the new rules, though combination of leave, as such, ceases to exist.

Article 317.—The substance of this article is reproduced in fundamental rule 88. It is considered unnecessary to give the Governor-General in Council the power conferred by the note under the article.

Article 318 has already been cancelled.

Article 319.—The *minima*, which are those recently sanctioned by the Secretary of State, have been incorporated in fundamental rule 90. The only change made is the omission of the limitation to $\frac{1}{3}$ ths and $\frac{1}{4}$ ths of the salary last drawn on duty. Such a limitation seems to be no longer justified, seeing that leave-salary is calculated on the average pay for the past twelve months only. It is considered that a Government servant should not, in the changed circumstances, be penalised if he reverts to a lower rate of pay shortly before going on leave.

CHAPTER XIV. *

Article 320.—

Clause (a) and the note under *clause (b)* will be replaced by the rules which the Secretary of State will ultimately make governing admission to the privileges of the special leave rules.

Clause (b) will be left to local Governments to regulate by rule under fundamental rule 103.

Article 321.—This has been omitted; as it is considered that restrictions of this kind should be left to local Governments to impose by rule if they desire to do so.

Article 322.—The limit laid down in fundamental rule 81 (a) (ii) takes into account five years of furlough.

Article 323.—The fraction of $\frac{2}{11}$ ths in fundamental rule 77 (a) (ii) takes into account the $\frac{1}{4}$ th of active service now earned as furlough.

Article 324 is covered by fundamental rule 80.

Article 325.—

Clause (a) is replaced by fundamental rule 88.

**Clause (b)* has been reproduced in the note under fundamental rule 87.

Article 326.—The *maxima* shown in this article are repeated in fundamental rule 89.

Article 327.—The substance of this article is reproduced in fundamental rule 90. The limitation of the amount of leave-salary has been omitted for the reason given in the note on article 318.

Articles 328 to 348 have already been cancelled.

CHAPTERS XV TO XXI.

Articles 348-A. to 531.—These articles contain the general pension rules and they have therefore not been included in the fundamental rules. It may be mentioned, however, that the general principle underlying article 355 of the Civil Service Regulations has been definitely stated in the fundamental rules in rule 12; and that the main provisions of article 459 have been reproduced in fundamental rule 56.

CHAPTER XXII.

Article 532.—The main article itself contains an extract from the Government of India Act, which does not require repetition in the fundamental rules made under the Act.

Note 1 under the article need not appear in the fundamental rules. It is unlikely that a pensioned officer will be appointed to the executive council of a Lieutenant-Governor. * If ever any such appointment is made, the necessary provision can be made as part of the terms of the appointment.

• *Note 2* under the article may be issued as an audit instruction.

* The note under F. R. 87 (as it stood on 1st January 1922) has since been cancelled.

Note 3 deals with procedure only and has therefore been omitted.

Article 533 has already been cancelled.

Article 534.—The substance of this article has been reproduced in fundamental rule 96.

Note 1 under the article has not been reproduced. Continuous service and interruption of leave have both ceased to exist, and it is considered that it is unnecessary to provide that service as a Lieutenant-Governor does not qualify for leave. If a Lieutenant-Governor either reverts to some post in the ordinary line or wishes to take leave preliminary to retirement after vacating his office, he will be entitled to take such leave, though not on the average salary of a Lieutenant-Governor, as is shown in the note on note 2 under this article below. In the unlikely event of his having already exhausted all the leave which he had earned prior to his appointment as Lieutenant-Governor, there seems to be nothing improper in allowing him to count his service as Lieutenant-Governor towards leave.

Note 2 under the article, as well as note 2 under article 537, is replaced by fundamental rule 97. The new rule omits the existing concession of subsidiary leave on half average salary preliminary to retirement. This is unavoidable in view of the abolition of subsidiary leave, which has already been made in connection with the simplification of the leave rules. This loss is, however, not a serious one to the officers concerned. The retiring member will now be able to take leave on full average pay as in the last part of the new rule, and this will rarely be less than half his pay as member. On the other hand, he now gets the great concession of at least six months of leave preliminary to retirement, in place of a few days' subsidiary leave. The limit of Rs. 4,000 reproduces in effect the provisions of the existing notes. The concession has been extended to Governors also, in view of the fact that several of the first Governors under the new constitution are members of the Indian Civil Service.

Note 3 under the article is covered by fundamental rule 71.

Article 535.—This article has been omitted and the pay of an officiating Lieutenant-Governor has been left to be regulated by the ordinary rule.

Article 536.—The substance of this article is reproduced in fundamental rule 57.

Article 537.—The substantive portion of this article is an extract from the Act and is therefore not reproduced in the fundamental rules.

Note 1 under the article. See note on article 534, note 1, above. It is proposed to treat a member of council in the same way as a Lieutenant-Governor.

Note 2 under the article is covered by fundamental rule 97 and note 3 by fundamental rule 71.

Article 538 can be issued as an audit instruction.

Article 539 contains an extract from the Act and is therefore not reproduced in rules made under the Act.

Articles 540 and 541 have been omitted, as they can be used as audit instructions.

Article 542.—This has been repeated, with the necessary changes in wording, in fundamental rule 38.

Articles 542-A., 542-B. and 542-C. deal with pensions and are therefore not included in the fundamental rules.

CHAPTER XXIII.

Article 543.—The whole of this article consists of a repetition of rules made under other sections of the Act. It has therefore not been included in the fundamental rules.

Articles 544 and 545.—The substance of these articles has been reproduced in fundamental rule 64.

CHAPTER XXIV.

Articles 546 to 548.—These have been reproduced in fundamental rule 98,* with the omission of the requirement in article 546 of the sanction of the Government of India. It seems unnecessary to insist on this under the new régime. No mention is made in fundamental rule 98 of the Legal Remembrancer and Secretary to the Legislative Council in the Punjab, as the special concessions given to this officer relate to pension only.

Article 549.—This will be included in the pension rules.

Article 550.—This has been reproduced in fundamental rule 58 (c) (ii), with the omission of the special provision regarding officers to whom the rules applied on the 25th June 1901. If any such officers still exist, they can be protected by an audit instruction.

CHAPTER XXV.

Article 551.—Date of first arrival in India is of no importance under the fundamental rules. The article has therefore been omitted.

Article 552.—This refers back to article 187, provision for which has been made in fundamental rule 42.

Articles 553 and 554.—These merely state that the ordinary rules apply and they have therefore not been repeated in the fundamental rules.

Article 555 has been replaced by the general rule in fundamental rule 86.

Articles 556 to 560.—It seems unnecessary to provide in the fundamental rules for all these details. The rules of all the important provident and family pension funds at present require the sanction of the Secretary of State, and fundamental rule 16 has been drafted accordingly.

Articles 561 to 564-B.—The substance of these will be included in the pension rules.

Article 565.—The substance of clause (a) and of the note under it has been taken into fundamental rule 56 (c) (i) and (ii). Clause (b) can be issued as an audit instruction. The note under it has been repeated under fundamental rule 56.

CHAPTER XXVI.

Article 566 —

1. Of the rules regarding pay and allowances in this article, rule 1 has recently been replaced by new rules made in connection with the reorganization of the Indian Civil Service. Provision has been made for rule 2 in fundamental rule 43, which leave the Secretary of State in Council to fix the rates of subsistence grant.

2. The regulations regarding pension will be reproduced, so far as is necessary, in the pension rules.

3. The leave regulations in this article are practically identical with those included in the Indian Service leave rules before the simplification of 1920. In a few points only the regulations for statutory civil servants are slightly more restrictive than the old Indian Service leave rules. In view of the fact that statutory civil servants will very shortly cease to exist, it is thought that they may without impropriety be made subject to the same conditions as other Government servants under the Indian Service leave rules. An addition to cover this case has therefore been made to fundamental rule 77 (e) and the special rules in this article have been omitted.

* F. R. 98 (as it stood on 1st January 1922) has since been amended.

CHAPTER XXVII.

Article 567.—This article reproduces the provisions of rules made under another section of the Act and has therefore not been reproduced in the fundamental rules. It is saved by fundamental rule 94.

Articles 567-A. to 569.—Rules replacing these articles have recently been issued as statutory rules under section 118 of the Act. They have not therefore been included in the fundamental rules, which are made under section 96-B.

Article 569-A.—Clause (a) of this article is taken from the Act and in any case it relates to pensions. It is therefore not reproduced in the fundamental rules. Clause (b) also relates to pensions and will be considered when the pension rules are taken in hand.

Article 570.—Fundamental rule 95 has been so worded as to include the bishops here concerned in the definition of chaplains for the purposes of the leave rules.

Articles 571 and 572.—It is unnecessary to reproduce these rates of allowance in the fundamental rules. They are additions to the pay of certain specified posts, and should be included in the manuals of appointments of the audit officers concerned.

Articles 573 to 576.—The operative part of these articles may be included in the special leave rules for chaplains (see note on articles 580 to 597 below) and in the pension rules.

Articles 577 to 579 have already been cancelled.

Articles 580 to 597.—It seems unnecessary to reproduce in the fundamental rules the detailed rules as to chaplains' leave, which would mean including a reference to privilege leave and the various kinds of furlough which have been abolished. It seems sufficient to leave it to the Secretary of State in Council to frame rules, and this is done in fundamental rule 95.

Article 598.—The relevant portion of this article is reproduced in the note under fundamental rule 14, which says, in effect, that a chaplain who has taken a home benefice will lose his lien on his Indian appointment as soon as his leave ends. The procedure portion of this article is omitted, and clause (a) is covered by the general rule in fundamental rule 69.

Articles 599 and 599-A.—These are rules dealing with pensions, and have therefore not been included in the fundamental rules.

Article 600.—This article has been omitted, and the chaplains left to come under the ordinary rule in fundamental rule 56 (a), in accordance with recent orders of the Secretary of State.

Article 601.—This article is replaced by the general rule in fundamental rule 86.

Article 601-A.—The provisions of this article may be left to be prescribed as part of the travelling allowance rules by Local Governments. The Governor-General in Council can, if necessary, direct their prescription, as ecclesiastical administration is a central subject.

Articles 602 and 603.—These allowances may be left to Local Governments to fix, under their ordinary powers, subject to any guidance which the Governor-General may wish to give as indicated in the preceding note.

CHAPTER XXVIII.

Article 604.—It is unnecessary to include the provisions of this article in the fundamental rules. It merely states that the ordinary rules apply.

Article 605.—The substance of this article is covered by fundamental rule 100 (a) (ii), with the omission of the reference to special leave, which ceases to exist under the fundamental rules.

Note 1 under this article has been omitted, in view of the removal of all restrictions upon the intervals between periods of leave.

Note 2 under the article has similarly been omitted, seeing that the Government servants concerned will get joining time under the new rules, which apply to all Government servants in civil employ.

Article 606.—This is covered by fundamental rule 100 (a) (i).†

Note 1 under the article is unnecessary, as the new rules apply to all persons in civil employ.

Note 2.—Combination of leave is permitted by fundamental rule 100 (a) (ii).†

Note 3 has been omitted. It can, if considered necessary, be issued as a special rule under fundamental rule 2.

Article 607.—This is covered by the general wording of fundamental rule 100 (a).† The rule under the article has been omitted, seeing that a lien on an acting appointment now ceases to exist.

Article 608.—This is covered by fundamental rule 100.†

Article 609.—The substance of this article is covered by the note under fundamental rule 107 (b).

Article 610.—This will be covered by the general rule in fundamental rule 86.

Article 611 has been omitted as being a rule of procedure only, which can be issued as an audit instruction.

Article 612.—

Clause (a) appears as fundamental rule 56 (c) (vi) (4).* The note under it has been omitted as containing administrative instructions only.

Clause (b) should be issued as an audit instruction. The exception under it has been included in its latest shape in fundamental rule 56 (c) (vi) (1).

Article 613.—*Clauses (a) and (b)* have been included in rule 56 (c) (vi) (1) and (2). *Clause (c)* is in clause (c) (vi) (4) of the same rule.*

Article 614.—This provision has not been included in the fundamental rules, since in actual practice a colonel's allowance is not earned until long after retirement from civil employ.

Article 615.—Powers of dismissal will be dealt with in other rules to be framed under section 96-B of the Act. The second sentence of this article is included in fundamental rule 56 (c) (iv) and (vi) (3).*

Article 616.—The substance of this article appears in fundamental rule 56 (c) (vi) (3).*

Article 617.—This has been omitted for the reasons given in the note on Article 614.

Article 618 has already been cancelled.

Article 619 —

Clauses (a) and (b) are included in fundamental rule 56 (c) (vi) (3),* with the omission of the reference to class I of chief engineers, which has been abolished. The last sentence of clause (b) really amounts to an administrative instruction and has therefore been omitted.

Clause (c) also contains an administrative instruction and has therefore been omitted.

Clause (d) has been omitted as unnecessary. The rules will naturally apply to the officers concerned. . .

The note under the article can be issued as an audit instruction.

*Sub-clause (vi) of F. R. 56 (c) (as it stood on 1st January 1922) has since been re-numbered as (vii) owing to insertion of a new sub-clause as (vi).

†F. R. 100 (as it stood on 1st January 1922) has since been amended

Article 620.—This has been replaced by the general rule in fundamental rule 86.

CHAPTER XXIX.^c

Article 621.—This article has been omitted, as no officers of the Army Veterinary Department will in future be appointed to officiate in the Civil Veterinary Department.

Article 622.—

Clause (a) has been omitted, as it merely states the ordinary method of calculating half pay. In view of other privileges conceded, the officers concerned may, like other services, be required to draw half average pay on leave.

Clause (b) and note 1 under it are reproduced in the note under fundamental rule 61 (a) (i). The first part of note 2 is covered by the substantive portion of the same rule, and the second part of note 2 and the whole of note 3 follow naturally from the ordinary rules.

Articles 623 to 626.—These will be included in the pension rules.

CHAPTER XXX.

Article 627.—As will be seen from the following notes, it is considered unnecessary to maintain in the fundamental rules special rules for the classes of Government servants concerned.

Articles 628 to 632.—These articles deal with the date of commencement of service, which is of importance for pension purposes only. They have therefore been omitted.

Article 633.—This merely applies the ordinary rules and it has therefore been omitted.

Article 634.—In rule 75 of the fundamental rules, which is applicable to all civil services in India, the power of laying down rules for the admission of officers to the special leave rules has been left to the Secretary of State in Council.

Articles 635 to 644.—These are purely pension regulations. They have therefore been omitted from the fundamental rules and will be considered in connection with the pension rules.

Article 645 has already been cancelled.

Article 646.—This has been omitted, as the appointment concerned has already ceased to exist.

Article 647.—Re-appointment in cases of this kind can under present regulations be sanctioned, and the rule is therefore not of sufficient importance to call for incorporation in the fundamental rules.

Article 648.—As article 647 has been omitted, this article also becomes unnecessary.

Article 649.—The first part of this article is included in the rules as to dismissal, which have been made separately.

The second part of the article has been included in fundamental rule 56 (c) (iv).

Article 650.—The substance of this article is repeated in fundamental rule 56 (c) (v).

CHAPTER XXXI.

Article 651.—This list of officers is repeated in fundamental rule 99.

Article 652.—This states an obvious fact, and is therefore not repeated in the rules.

Article 653.—Throughout the fundamental rules the requirement that there should be no extra expense to Government has been omitted, as it is

thought that this is a matter which may properly be left to Local Governments. This article has therefore been omitted.

Article 654.—This is reproduced in fundamental rule 99.

Articles 655 and 656.—The powers given to Local Governments by fundamental rule 103 will enable them to frame all necessary rules of this kind. The article is therefore omitted.

Article 657 has been omitted, as the Local Governments can fix the pay of such officers under their ordinary powers.

Article 658.—The fact recorded in this article follows as a matter of course from fundamental rule 85.

CHAPTER XXXII.

Articles 659 and 660 are of importance for pension purposes only. They have therefore been omitted from the fundamental rules.

Article 661.—These rules will be made by the Governor-General in Council, acting as a Local Government in relation to a central service, under fundamental rule 101.

Article 662 need not be reproduced, as it applies the ordinary rules.

Articles 663-664.—These rules depart in so many respects from the ordinary leave rules, as now drafted, that it is considered undesirable to repeat them at length in the fundamental rules. It is considered that they should be laid down as special rules under fundamental rule 2 by the Governor-General in Council.

Article 665.—See note on article 661.

Article 666.—These rules can be made by the Governor-General in Council under the powers conferred upon him by fundamental rule 103 (c).

Article 667.—See note on articles 64-66.

Articles 668 and 669 are omitted, as containing pension regulations only.

CHAPTER XXXIII.

Article 670.—The note under fundamental rule 9 (2) leaves it to the Secretary of State to fix such rates as are prescribed in this article.

Articles 671 to 677.—The Secretary of State has recently sanctioned the application of the European Service leave rules to the Bengal Pilot Service as a whole.

These articles are therefore obsolete and have been omitted.

Articles 678 to 692.—All these deal with pensions and family pensions and have therefore been omitted from the fundamental rules.

CHAPTERS XXXIV TO XXXVII.

Articles 693 to 727.—All these contain special rules as to the leave and acting allowances admissible to certain grades of police subordinates. It is considered that, if the Local Governments concerned desire to continue to apply any of these special rules, they should make rules under fundamental rule 2.

CHAPTER XXXVIII.

Articles 728 to 749.—With the exception of article 733, all these articles deal with a special class of pension, and will be reproduced in the pension rules. Article 733, which deals with wound leave, has been replaced by fundamental rule 83, which has been drafted in accordance with the redraft recently received from the India Office.

CHAPTER XXXIX.

Article 749-A.—The substance of this article has been reproduced in fundamental rule 109. It would obviously be out of the question to attempt to revise existing contracts with foreign employers in accordance with the new rules.

Article 749-B.—This article has been omitted from the fundamental rules. In this chapter, as throughout the rules, the actual powers possessed by the Government of India and the Local Government are set forth, and it is understood that any powers not so set forth are reserved to the Secretary of State in Council. So far as allowances are concerned, this has been expressly stated in the audit resolution which is appended as a schedule to rules made under section 45-A of the Act.

Article 750.—It has been found possible in the new rules to omit the distinction between foreign service of the first and of the second kind. The principle underlying the foreign service rules is that, when an officer of Government is lent for work for which he is paid from funds other than general revenues, contributions should be levied for leave and pension. The question whether Government manages the funds or not does not appear to affect this position. Article 750 has therefore been omitted altogether and one kind only of foreign service introduced.

Article 751.—The fundamental rules will not deal at all with rules of discipline and other similar regulations. These have been treated in another portion of the rules under section 96-B of the Act. The substance of Article 751 has therefore been omitted.

Article 752.—This has been replaced by the rather more general provision in rule 113 of the fundamental rules. It is thought that the principles stated in that rule are sufficient for practical purposes. Fundamental rules 26 and 113 provide for the last sentence of article 752.

Article 753.—This has been reproduced with slight verbal alterations in rule 120.

Article 754.—This has been reproduced in rule 121.

Article 755.—This article, as it stands at present, deals with several different subjects which do not form an entirely suitable combination. They have therefore been separated and taken to the appropriate parts of the new rules.

The main portion of *clause (a)* is provided for in fundamental rule 113, while the retention of a lien is secured by fundamental rule 14.

Clause (b) has been re-worded in rule 125. In order to simplify procedure, the specifications contained in the second and third paragraphs of this clause have been omitted and the date of reversion has been left to be settled by the Local Government on whose establishment the foreign servant is borne. This seemed desirable in view, among other considerations, of the difficulty of inter-employer. This seems to be sufficient.

Article 756.—The latter part of rule 114 allows the sanctioning authority, subject to any restrictions which the Governor-General in Council may by general order impose, to fix all these details in consultation with the foreign employer. This seems to be sufficient.

Article 757.—This article has been reproduced, with a change in wording to suit the new conditions, in rule 124.

Article 758.—This article combines two provisions which are better separated. The date of commencement of foreign service has accordingly been provided for at the beginning of rule 114 and the date of reversion in rule 125. No mention has been made of travelling allowance, as all matters in connection with such allowance are left for the decision of Local Governments.

Article 759.—This article will be more suitably included in the pension rules, and it has accordingly been omitted from the fundamental rules.

Article 760.—This contains a rule of procedure which would be out of place in the fundamental rules, and it has accordingly been omitted. It may be issued as an audit instruction.

Article 761.—In place of clauses (a) and (b) of this article, the note under fundamental rule 69 has been so worded as to make the ordinary provisions as to sanction apply to Government servants who take up foreign service while on leave.

Clause (c) of the article has been reproduced in rule 112.

Note 1 becomes unnecessary, in view of the new wording of the note under rule 69.

Note 2 does not deal with foreign service.

Article 762.—The substance of this article has been reproduced in rule 111 with some slight changes in wording.

The note has been omitted as being merely explanatory.

Articles 763 and 764.—The matters of which these articles treat form the subject of rules 110 (b) and 114 of the fundamental rules. It is recognized that the Government of India may desire to maintain a large measure of control over transfers to foreign service, particularly in the case of service in important Indian States which are in direct relation with the Government of India. It does not, however, seem necessary to embody in the fundamental rules all the minute details specified in articles 763 and 764. It is considered sufficient to give the Governor-General in Council power to make subsidiary regulations.

Article 765.—This article has been somewhat re-worded in rule 115. The only material change is contained in the last sentence of that rule, under which contributions will not be payable during leave. The rates of contributions to be levied are now being re-calculated on the assumption that they will not be levied during leave.

Articles 766 to 770.—The rules fixing the amount of contributions are now under revision, and some considerable time may elapse before the new rules are finally decided. It therefore seems desirable to make no attempt to set forth the rates in the rules but to leave them, under the terms of rule 117, to be fixed by the Governor-General in Council. This procedure will incidentally facilitate the making of any changes which may be considered desirable in future.

Article 771 has been reproduced in fundamental rule 118.

Article 772.—Here a considerable devolution of power has been made in rule 119 by giving Local Governments power to remit contributions. The devolution is, however, restricted by the general rule-making powers reserved to the Governor-General in Council.

Articles 773 and 774.—These contain rules of procedure only and they have therefore been omitted from the fundamental rules.

Article 775.—A simpler rule has been laid down in the latter part of rule 115.

Article 776.—The greater part of this article consists of rules of procedure. As for the rest, rule 119 (b) gives Local Governments powers to prescribe the rate of interest to be levied on overdue contributions, and this seems sufficient.

Article 777.—This is covered by the general rule 122.

Article 778.—The first part of this article is covered by rule 122. The second part contains rules of procedure and administrative instructions which it is considered unnecessary to reproduce in the fundamental rules.

Article 779.—This article becomes unnecessary, as the distinction between the two kinds of foreign service has been abandoned.

Article 780.—This consists mainly of rules of procedure and it has therefore been omitted. The rules as to grant of leave can be made by Local Governments under fundamental rule 66.

Article 781.—This has been reproduced with some changes in wording in rule 123. The portion of the article which deals with procedure has been omitted.

Article 782.—This article has been omitted, as it is thought that a case of the kind contemplated should now come under the ordinary rules.

CHAPTER XLJ.

Article 783.—The substance of this article has been reproduced in rule 127, but full powers have been given to local Governments to remit contributions.

Articles 784 to 795 have already been cancelled.

CHAPTER XLII.

Articles 796 to 809 deal with pensions, and have therefore been omitted from the fundamental rules.

Articles 810 to 813.—These have been replaced by the simple rules in fundamental rules 128 to 130. There is still a certain number of local funds which are administered by Government. The fundamental rules propose to treat the *employés* of all such funds as Government servants proper. The *employés* of local funds which are not administered by Government are not Government servants, and the fundamental rules therefore make no mention of them; but Government servants transferred to service paid from such funds are treated as in foreign service.

CHAPTER XLIII.

Articles 815 to 824.—Rule 74 of the fundamental rules gives Local Governments power to issue these rules of procedure, subject to any instructions which the Auditor General may issue in the interests of efficiency and uniformity of audit.

CHAPTER XLIV.

Articles 825 to 827.—Rule 74 of the fundamental rules gives Local Governments power to issue these rules of procedure, subject to any instructions which the Auditor General may issue in the interests of efficiency and uniformity of audit.

Article 827-A.—This is an administrative instruction which need not be included in the fundamental rules.

Articles 827-B to 838.—These have been omitted as containing rules of procedure only. See note on Articles 815 to 824.

Article 839.—It does not seem necessary to state this fact in the fundamental rules. In the absence of specific provision to the contrary, it would seem to follow from the ordinary rule.

Article 840.—It seems unnecessary to retain this restriction. Local Governments can always enforce it by administrative order. The article has therefore been omitted.

Article 841.—This article defines the authorities by whom leave may be granted, and it is replaced in the fundamental rules by the rule-making power given to Local Governments by rule 66. The report by the audit office is a matter of procedure, and will be met by rules made by the Auditor General and the Local Governments under rule 74.

Article 842.—This can be laid down by the Auditor General as parts of the procedure for the grant of leave.

Article 843.—The provisions of this article can be laid down as a rule by Local Governments under fundamental rule 66.

Articles 844 and 845 have already been cancelled.

Articles 846 to 850.—These rules can be made either by the Secretary of State under fundamental rule 95 or by Local Governments under fundamental rule 66. They need not appear in the fundamental rules.

Articles 851 and 852.—These contain matters of procedure only and have therefore been omitted. They will be covered by the rules and instructions for which fundamental rule 74 provides.

Article 853 has already been cancelled.

Article 854.—See note on articles 846 to 850.

Articles 855 to 861.—These also will be covered by the rules and instructions mentioned in fundamental rule 74.

CHAPTER XLV.

Article 862.—The provisions of this article have been replaced by those of fundamental rules 91 and 92.

Articles 863 to 867.—See note on articles 855 to 861.

Article 868.—This is replaced by rule 91.

Article 869.—The Governor-General in Council will lay down rules of this kind. See fundamental rule 74 (*b*).

Article 870 has already been cancelled.

Articles 871 to 873 have been omitted as containing rules of procedure. See note on articles 855 to 861.

CHAPTER XLVI.

Articles 874 to 876 have been omitted as containing rules of procedure.

Article 877.—The substance of this article can be issued as an audit instruction.

Articles 878 to 904.—See note on articles 855 to 861.

CHAPTERS XLVII TO L.

Articles 905 to 994.—All these relate to pensions and have therefore been omitted from the fundamental rules. The majority of them are what they profess to be, rules of procedure only. Such articles as 918 and 934, which contain matter of importance, will be incorporated in the main pension rules.

CHAPTERS LI TO LVII.

Article 995.—The definition has been taken to fundamental rule 9 (32) and the fundamental principle stated in the article to fundamental rule 44.

Articles 996 to 1163 have been omitted. They contain the detailed rules regarding travelling allowance, which the fundamental rules leave to be laid down in future by Local Governments or, in the case of Government servants under his administrative control, by the Governor-General in Council.

APPENDICES.

Appendix 1 becomes unnecessary, in view of the power of delegation conferred upon Local Governments by fundamental rule 6.

Appendices 1-A and 2 have been cancelled.

Appendix 3 refers to procedure only.

Appendix 4 becomes unnecessary, in view of the new rules regarding the pay of acting officers.

Appendix 4-A.—All the matters treated in this appendix are covered by the powers now given to Local Governments in this connection.

Appendix 5 has already been cancelled.

Appendix 6.—All the allowances mentioned in this appendix can now be given by Local Governments under the powers conferred upon them by the fundamental rules.

Appendix 6-A is rendered unnecessary by the powers given to Local Governments in fundamental rule 105 (d), read with fundamental rule 106, of giving joining time in the cases with which the appendix deals.

Appendix 7 has already been cancelled.

Appendices 7-A to 10 deal with pensionary matters and will be considered in connection with the pension rules.

Appendix 11.—The rules contained in this appendix will be issued as rules made by the Secretary of State in Council under fundamental rule 16.

Appendices 12 to 14 have already been cancelled.

Appendix 15.—This will be issued as a rule made by the Secretary of State in Council under fundamental rule 91.

Appendix 16 has already been cancelled.

Appendices 16-A to 27.—All these relate to travelling allowances and will be issued, if at all, by Local Governments in future.

Appendix 28 contains rules framed under other sections of the Act and need not therefore be reproduced in the fundamental rules.

Appendix 29 has already been cancelled.

Appendix 30 relates to travelling allowance. The necessary rules will be issued by Local Governments or the Governor-General in Council, as the case may be, under the powers conferred by fundamental rule 44.

Appendix 31.—The rules in this appendix can be laid down by the Governor-General in Council under the powers conferred upon him by fundamental rule 114.

Appendix 32.—The rules in this appendix will be covered by the orders issued by the Secretary of State in Council under fundamental rule 84.

Appendix 33.—The Government of India can issue such lists as these, for the guidance of audit officers and Local Governments. The contracts of the officers concerned will usually show what is the period of probation and, if not, it will be for the Governor-General in Council to interpret the rules under fundamental rule 8.

APPENDIX No. 3.

Administrative instructions in connection with the Fundamental Rules.

(Government of India, Finance Department, Resolutions No. 205-C. S. R., dated 8th February 1924, No. 59-C. S. R., dated 9th April 1924, No. F. 13-XII-C. S. R., dated 20th November 1924, and No. F. 91-V.-C. S. R., dated 28th November 1924.)

The Governor General in Council is pleased to make the following rules, in connection with the Fundamental Rules, in respect of Government Servants under his administrative control or serving in a Chief Commissioner's province.

*I.—CONDITIONS OF AGE ON APPOINTMENT TO GOVERNMENT SERVICE.

†A person whose age exceeds 25 years may not ordinarily be admitted into the service of the State in superior pensionable service without the sanction of the Head of a Department. The ordinary limit is extended to thirty years in the case of a person appointed to a Judicial office.

NOTE.—This Rule does not apply to the employment in civil capacities of reservists and pensioners of the Indian Army.

II.—(a) CHARGE OF OFFICE.

‡1. Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its headquarters, both the relieving and the relieved Government servants being present.

(1) The Chief Commissioners and Agents to the Governor General, North-West Frontier Province and Baluchistan, and the Auditor General may delegate to a subordinate authority the power to relax, for special and recorded reasons of a public nature, the provisions of this rule in the case of any class of Government servants serving under the latter whose transfer has been ordered by competent authority not higher than that of the Chief Commissioner or Auditor General, as the case may be.

* Minors, i.e., persons who have not attained the age of 18 years should not be appointed to posts for which security is required.

[Note 3 below Rule 467 of Post Office Manual, Vol. II (1916).]

† The Governor General in Council has empowered Heads of Postal and Telegraph Circles to admit into the service of the State persons in superior pensionable service whose age does not exceed 25 years by more than 18 months. This power should be exercised only in exceptional cases.

[G. I. I. L. D. No. 76-P. T., dated 23rd Oct. 1924.]

‡ The Governor General in Council has had under consideration the question whether in cases involving transfer of charge of an office elsewhere than at headquarters, the exact nature of the reasons should be expressed on the face of the record. He has decided that this should be done, and audit officers have been instructed to challenge all orders in which the exact nature of the reasons underlying them has not been explained. Authorities exercising the power are expected to take into full consideration, before issuing the orders, the exact financial effect which such orders will produce.

[G. I. F. D. No. F.-227-C. S. R., 26, dated 23rd July 1926.]

(2) Sanction to the delivery of charge away from headquarters but within the jurisdiction of the officer relieved, may be accorded by Minor Local Governments and by Heads of Central Departments in respect of all Government servants serving under them who are transferred under competent authority. In special cases where the Head of the Minor Local Government or Central Department desires, for particular reasons connected with the public service, to confer at his own headquarters with the relieving Government servant before the latter enters upon his local duties, he may permit the transfer to be made at his own headquarters.

(3) The condition imposed by this rule that both the relieving and the relieved Government servants must be present is not enforced in the case of Government servants who are permitted to combine vacation with long leave under Fundamental Rule 81, or the Judicial Commissioner of the North-West Frontier Province. In such cases the following procedure has been laid down:—

- (a) When vacation is prefixed to leave the outgoing Government servant will report, before leaving headquarters, or if for urgent reasons the leave is granted during vacation, as soon as it is granted, that he makes over charge with effect from the end of the vacation. The relieving Government servant will then take over charge at the end of the vacation in the ordinary way.
- (b) When vacation is affixed to leave the Government servant to be relieved will make over charge in the ordinary way before the vacation, the incoming Government servant on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

NOTE.—Charge of an office may not, without the previous sanction of the Government of India, be relinquished or resumed by Government servants visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave.

2. As a general rule, and subject to any special orders to the contrary in particular cases, the headquarters of a Government servant on the staff of a Government, as, for instance, a Secretary to a Government, the Director General, Indian Medical Service, or a clerk in a Government's secretariat, are the headquarters, for the time being, of the Government, to which he is attached.

3. The headquarters of any other Government servant are either the station which has been declared to be his headquarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate to a subordinate authority the power to fix, or change, the headquarters of Government servants serving under the latter who are appointed by higher authority.

(b) LEAVING JURISDICTION.

1. No Government servant (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority.

2. An authority mentioned in the annexed schedule may authorise any Government servants under its control to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Indian State or Foreign Settlement in India.

NOTE.—An authority mentioned in the annexed schedule may, to the extent indicated therein, delegate its powers under this rule to Heads of Departments.

1. A Government servant permitted under this rule to proceed to any place on duty may take with him such establishment and records as are absolutely necessary for the efficient discharge of his duties.

3. A controlling officer (see supplementary rule 191) may allow any Government servant subordinate to him to proceed on duty to any part of the territories of his local Government or to a District or Foreign State or Settlement adjoining the jurisdiction of the controlling officer and to draw travelling allowance under rule.

4. An Accountant General may pass pay and allowances to the Head of an Administration under the latter's own orders for any period during which he may be absent from his jurisdiction and to any member of his personal or secretariat staff.

III.—SUBSISTENCE GRANTS.

No extra cost may ordinarily be imposed on the State by the grant of an allowance under Fundamental Rules 53 (b) and 54 without the permission of one of the authorities in the annexed schedule. In cases, however, where it does not exceed Rs. 500 and where the period during which the Government servant has remained unemployed through suspension or dismissal does not exceed six months, the excess expenditure may be admitted on the sanction of the suspending authority or the revising or appellate authority as the case may be.

IV.—COMMITTALS TO PRISON.

* A servant of Government committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances should be made according to the circumstances of the case, the full amount being given only in the event of the Government servant being acquitted of blame or (if the imprisonment was for debt), of its being proved that the Government servant's liability arose from circumstances beyond his control.

V.—LEAVE.

(1) Probationers and Apprentices.

Leave on medical certificate under Fundamental Rule 104 (a) (ii) shall not be granted for a period extending beyond the term of a Government servant's contract unless or until it has been decided to retain him in permanent employment.

(2) Casual Leave.

† (a) Fundamental Rule 85 does not refer to casual leave for short periods. Such leave is not recognised and is not subject to any rule. Technically, therefore, a Government servant on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave, however, must not be given so as to cause evasion of the rules regarding:—

- (i) date of reckoning pay and allowances,
- (ii) charge of office,
- (iii) commencement and end of leave,
- (iv) return to duty,

or so as to extend the term of leave beyond the time admissible by rule.

* The adjustment of allowances should be made according to the circumstances of the case, viz., under the orders of the Government of India in the case of Assistant Divisional Engineers and officers holding analogous or higher rank, and in all other cases by the Director General.

[Para. 784 of Telegraph Manual, Vol. I (1916).]

† It has been ruled that the State should not be put to any extra expense in consequence of the absence of an officer during holidays or on casual leave.

[G. J. F. D. No. 215, dated 14th March 1894—vide page 125 of Bengal Supplement to Civil Service Regulations.]

(b) Clause (a) is not to be read as prohibiting the treatment as casual leave of absence from duty following on leave granted under the rules, so long as such absence is due to reasons involving no evasion of the rules in regard to the matters above specified, as for instance, when it is necessitated by—

- (1) detention in plague camps on the way to rejoin, or
- (2) orders not to attend office in consequence of the presence of infectious diseases in the family or household of the person concerned.

When, however, absence from duty for reasons of the nature above indicated exceeds the period which may reasonably be treated as casual leave under the discretion vested in the authority competent to grant leave, the Government servant may be granted leave with leave-salary of any kind which may be due to him and thereafter leave without leave-salary.

NOTE 1.—These examples are not meant to be in any way exhaustive.

NOTE 2.—The Government of India and the authorities mentioned in the annexed schedule may, to the extent indicated therein, sanction a substitute for an absentee who is prohibited from attending his duties on account of some infectious disease in his family and whose duties cannot be arranged for without prejudice to his pay provided that the absence does not exceed 30 days and the pay of the absentee is not more than Rs. 100 a month.

(3) Recall from leave.

Orders recalling a Government servant on leave out of India should be communicated to him officially through the High Commissioner for India.

VI.—FOREIGN SERVICE.

(1) Procedure for payment of contribution.

1. A copy of the orders sanctioning a Government servant's transfer to foreign service must always be communicated to the Account Officer (referred to in rule 2) by the authority by whom the transfer is sanctioned. The Government servant himself should, without delay, communicate a copy to the officer who audits his pay, and take his instructions as to the officer to whom he is to account for the contribution; report to the latter officer the time and date of all transfers of charge to which he is a party when proceeding on, while in, and on return from, foreign service; and furnish from time to time particulars regarding his pay in foreign service, leave taken by him, his postal address and any other information which that officer may require.

2. (a) In the case of foreign service out of India, the "Account Officer" is the Accountant General, Central Revenues.

(b) In the case of foreign service in India—

- (i) if pay in foreign service is paid from a Government treasury, and is subject to audit by an audit officer of Government, the Account Officer is such audit officer;
- (ii) otherwise, the Account Officer is the Accountant General of the province in which the Municipality, Port Trust or other body concerned is situated, or in the case of service under an Indian State, the Accountant General who is in account with the State concerned.

*NOTE.—In the case of Government servants in Commercial Departments, (e.g., Railways and Posts and Telegraphs) employed on foreign service in or out of India, the "Account Officer" is the Account Officer of the Department concerned.

*Accountant General's Instructions.—In respect of the Postal and Telegraph Department, the Account Officers are the Deputy Accountants General in independent charge of the Branch offices under the Accountant General, Posts and Telegraphs.

[A. G. P. T.'s Endt. No. Mis-1971/F-90 II (Vol. 2), dated 16th Dec. 1924.]

(2) *Rules regarding leave and the grant of leave.*

1. A Government servant on foreign service in India is himself personally responsible for the observance of the rule contained in Fundamental Rule 122; by accepting leave to which he is not entitled under the rules he renders himself liable to refund leave-salary irregularly drawn, and in the event of his refusing to refund, to forfeit his previous service under Government, and to cease to have any claim on Government in respect of either pension or leave-salary.

VII.—TRAVELLING ALLOWANCES.

(1) *Transfer not on public grounds.*

(a) When a Government servant is transferred otherwise than for the public convenience, a copy of the order of transfer shall be sent to the Audit Officer of the Circle of Audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the Government servant has been transferred for the public convenience.

(b) In the case of non-gazetted Government servants a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a).

(2) *Grant of travelling allowance to persons not in the civil service of the Crown, who are required to attend commissions of enquiry, etc.*

The grant of travelling allowance under the rules is desirable as far as possible, in all cases falling under Supplementary Rule 190, as it avoids correspondence and tends to facility of audit.

VIII.—RULES GOVERNING THE APPOINTMENT AND PAY OF SETTLEMENT OFFICERS AND ASSISTANT SETTLEMENT OFFICERS.

1. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province, or an officer of the Provincial Civil Service holding a listed post of Collector or Deputy Commissioner, who is employed as a Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and not holding a special post and (b) a special pay of Rs. 150 per mensem.

2. A member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is employed as an Assistant Settlement Officer draws (a) the pay which would be admissible to him if serving in the regular line and (b) a special pay of Rs. 100 per mensem. This rule does not apply to an Assistant who is attached to a Settlement for training only and is not in subordinate charge of any portion of the operations.

3. Settlement Officers and Assistant Settlement Officers who are members of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or are members of the Provincial Civil Service holding listed posts of Collector or Deputy Commissioner may, while on actual duty or on leave on average pay for not more than four months, be seconded from the regular line, if the Government of India may by general or special order so direct and if the post held by such officer is not provided for in the regular grades of Collectors or Deputy Commissioners or Joint Magistrates, etc. An officer of the regular line may be appointed to officiate for a Settlement Officer or an Assistant Settlement Officer absent on leave for not more than six consecutive months during the progress of a settlement; but in such cases the *locum tenens* cannot be seconded. If a Settlement Officer or an Assistant Settlement Officer belonging to the services mentioned in this rule, who is seconded, takes leave on average pay combined with leave on half average pay during the progress of a settlement for a longer period than six consecutive months, he reverts to his substantive appointment in the regular line.

after the expiry of the first four months of his leave on average pay, or if the leave on average pay is for less than four months, after the expiry of such leave; but if he takes leave of any other description for a period exceeding six months during the progress of a settlement, or if he takes any leave after the termination of his settlement, he must first revert to his substantive appointment in the regular line.

4. A Collector or a Deputy Commissioner who is a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province or who is a member of the Provincial Service holding a listed post of Collector or Deputy Commissioner, and who is placed in charge of the settlement of his district in addition to his ordinary duties draws, in addition to his pay as Collector or Deputy Commissioner, a special pay of Rs. 150 per mensem. It is open to the Government of India to declare that such Collector or Deputy Commissioner who is in charge of the settlement of a less area than an entire district shall be entitled to special pay not exceeding Rs. 150 a month.

5. The Government of India may grant a member of the Indian or Statutory Civil Service or of the Commission of a Non-Regulation province who is below the rank of Collector or Deputy Commissioner and is employed on settlement work in addition to his ordinary duties special pay not exceeding Rs. 100 per mensem in addition to the pay otherwise admissible to him.

6. A member of the Provincial Civil Service in the North-West Frontier Province and Baluchistan who is specially appointed to settlement work draws a special pay of Rs. 100 per mensem in addition to the pay which would be admissible to him if serving in the regular line. A member of the Subordinate Civil Service in Baluchistan draws a special pay of Rs. 50 per mensem in similar circumstances.

SCHEDULE.

Administration, Department or Officer.	Powers.
1. Chief Commissioners	
2. First Class Residents	Full powers.
3. Departments of the Government of India	
4. Director General, Posts and Telegraphs	
5. Director-in-Chief, Indo-European Telegraph Department	Full powers in respect of Government servants under their orders who are not appointed directly by the Government of India.
6. Inspector General of Forests	
7. Commissioner, Northern India Salt Revenue	
8. Controller of the Currency	
9. Auditor General	

APPENDIX No. 4.

(Delegations made by the Governor-General in Council under fundamental rules 4 and 6.)

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	9 (6) (b).	Power to issue orders that Government servants should in certain circumstances be treated as on duty.	Chief Commissioners	Full power.
2	9 (17)	Power to declare a Government servant to be a ministerial servant.	All heads of departments	Full power.
3	9 (19)	Power to appoint a Government servant to officiate in a vacant post.	Any authority which has power to make a substantive appointment to the post.	Full power.
4	10	Power to dispense with a medical certificate of fitness, before appointment to Government service, in individual cases.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 5. Director-General, Posts and Telegraphs. 6. Inspector-General of Forests. 7. Commissioner, Northern India Salt Revenue. 8. All heads of departments.	Full power. Full power in the case of Government servants not directly appointed by the Government of India. Full power in the case of non-gazetted servants.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
5	13	Power to suspend a lien	<ol style="list-style-type: none"> 1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 5. Auditor General 	<p>Full power.</p> <p>Full power, provided that they are authorised to make appointments to the post on which the lien is held.</p>
6	14	Power to transfer a lien	<ol style="list-style-type: none"> 1. Auditor General 2. All heads of departments. 	<p>Full power.</p> <p>Full power, provided that they are authorised to make appointments to both the posts concerned.</p>
7	20	Power to reduce the pay and allowances of a Government servant treated as on duty.	Any authority which has power to make a substantive appointment to the post which the Government servant holds.	Full power.
8	24	Power to withhold increments.	<ol style="list-style-type: none"> 1. Chief Commissioners 2. Any authority which has power to make a substantive appointment to the post which the Government servant holds. 3. Directors, Telegraph Engineering. 4. Divisional Telegraph Engineers. 5. Officers in charge of Telegraph Engineering Sub-Divisions. 	<p>Full power.</p> <p>Full power, in respect of non-gazetted Government servants.</p> <p>Full powers in respect of all establishments under them below the rank of Sub-Inspectors provided that a report is sent to the Divisional Engineer, Telegraphs in each case.</p>

Serial number.	Number of fund- mental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated
1	2	3	4	5
9	Note under rule 31.	Power to allow an officiating Government servant to draw the pay of any one of several grades or classes.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India 4. Railway Board	Full power, provided that the pay of all the grades or classes is within their powers of sanction.
10	Note under rule 32.	Power to allow a Government servant officiating in a post on a time-scale to draw as initial pay any stage in the time-scale.	1. Chief Commissioners 2. First class political residents. 3. Departments of the Government of India. 4. Railway Board.	Full power, provided that the maximum pay of the time-scale is within their powers of sanction.
			5. Auditor General	Full power in respect of assistant account officers and non-gazetted staff.
11	33	Power to fix, within certain limits, the pay of a Government servant officiating in a post the pay of which is personal.	Chief Commissioners	Full power.
12	35	Power to reduce the pay of an officiating Government servant.	Any authority which has power to make an officiating appointment to the post concerned.	Full power.
13	36	Power to issue general or special orders allowing acting promotions to be made in the place of Government servants treated as on duty.	Chief Commissioners	Full power.
14	40	Power to fix the pay of a temporary post which will probably be filled by a Government servant.	Any authority which has power to create a temporary post on the pay fixed.	Full power.

Serial number.	Number of fund- mental rule.	Nature of power.	Authority to which the power ⁴ is delegated.	Extent of power delegated.
1	2	3	4	5
15	42	Power to make a sub- sistence grant to a Government servant under suspension.	The suspending authority	Full power.
16	43	Power to make a subsis- tence grant to a Government servant appointed in the United Kingdom who is pre- vented by illness from proceeding to the seat of Government or to any station to which he is ordered to proceed direct.	Chief Commissioners	Full power.
17	45	Power to fix a standard rent for a residence provided by Govern- ment.	1. Chief Commissioners 2. The Public Works and Railway De- partments of the Government of India.	Full power, provided that the rate of interest at which Government is borrowing money shall be fixed by the Finance Department.
18	45	Power to take a uniform percentage of emolu- ments as rent in a particular area.	The Public Works and Railway Departments of the Government of India.	Full power.
19	45	Power to remit and reduce rent.	1. Chief Commissioners 2. The Public Works and Railway De- partments of the Government of India. 3. First and second class Political Residents. 4. Agents of State Railways.	Power to reduce or remit as the case may be, in cases where a part or the whole of the residence is un- occupied for reasons which are prescribed by the Public Works Department Code or by the State Railway Codes, as the case may be, as justifying non-occupation.
20	49	Power to appoint a Government servant to hold temporarily or to officiate in more than one post, and to fix the pay of subsidiary posts and the amount of compensatory allow- ances to be drawn.	All heads of depart- ments.	Full power, provided that they have power to appoint a Govern- ment servant perma- nently to each of the posts concerned.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
21	56(a)	Power to retain Government servants, other than ministerial servants, in service after the age of 55 years.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board. 5. Director-General, Posts and Telegraphs. 5-A. Central Board of Revenue. 6. Surveyor General. 7. Inspector General, Forests 8. Commissioner, Northern India Salt Revenue. 9. Auditor General 9-A. Commissioners of Income Tax. 10. All heads of departments 11. Manager, Government of India Press.	Full power, provided that extensions are limited to a period of one year at a time. Full power in the case of Government servants not directly appointed by the Government of India, provided that extensions are limited to a period of one year at a time. Full power in the case of officers of class II of the general list, assistant account officers and assistant audit officers, subject to report to the Governor-General in Council when such a Government servant is retained in service after 60 years of age, provided that extensions are limited to a period of one year at a time. Full power in the case of Income Tax officers provided that extensions are limited to a period of one year at a time. Full power in the case of non-gazetted subordinates, provided that extensions are limited to a period of one year at a time.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extension of power delegated.
1	2	3	4	5
22	56(b)	Power to retain a ministerial servant in service after the age of 60 years.	1. All heads of departments. 2. Manager, Government of India Press.	Full power, provided that extensions are limited to a period of one year at a time.
23	56(c) (iv).	Power to grant a three months' extension of service to an engineer who has attained the age of 55.	1. Chief Commissioners. 2. The Public Works Department of the Government of India. 3. Railway Board	
24	71	Power to require a medical certificate of fitness before return from leave.	The authority granting the leave.	Full power.
25	73	Power to extend leave.	The authority which granted the leave.	Full power, provided that the Government servant on leave will, on his return, be under the authority's administrative control.
26	83	Power to grant special disability leave.	Chief Commissioners	Full power.
27	Note 2 under rule 89.	Power to decide the period of leave on unrestricted average pay which may be taken by a Government servant transferred to a vacation department with leave at his credit.	1. Chief Commissioners 2. Departments of the Government of India. 3. Railway Board.	Full power.
28	100	Power to grant leave to a military officer subject to the military leave rules.	All heads of departments.	
29	110 (e)	Power to sanction transfer to foreign service in India.	1. Chief Commissioners 2. First class Political Residents.	Full power, subject to the conditions in serial no. 30.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
30	114	Power to fix pay in foreign service.	3. Departments of the Government of India. 4. Railway Board. 5. Second class Political Residents. 6. Inspector-General, Forests. 7. Commissioner, Northern India Salt Revenue. 8. Auditor General 9. All heads of departments.	Full power, subject to the conditions in serial no. 30. Full power, subject to the conditions in serial no. 30, in the case of Government servants not directly appointed by the Government of India. Power in the case of assistant account officers. Full power, subject to the conditions in serial no. 30, in the case of non-gazetted Government servants.
			1. Foreign and Political Department of the Government of India. 2. Authorities to whom power is delegated by serial no. 29.	In the case of transfers to foreign service in an Indian State, the full powers delegated to a local Government in the general orders issued by the Governor General in Council under fundamental rule 114 (<i>vide</i> Appendix 11). Full power, provided that— (a) The pay fixed does not exceed by more than 25 per cent. the substantive pay last drawn by the Government servant in Government service.

Serial number.	Number of fundamental rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
31	125	Power to decide the date of reversion of a Government servant returning, after leave, from foreign service.	1. Chief Commissioners. 2. First class political residents. 3. Departments of the Government of India. 4. Railway Board.	(b) The pay is not at any time so increased as to exceed by more than 25 per cent. the pay which the Government servant would draw if he were in Government service. (c) No concessions are sanctioned in addition to pay, except— (i) payment by the foreign employer of leave and pension contributions, and (ii) grant of travelling allowance under division VI of these rules. Full power.
32	127(c)	Power to reduce the amount of recoveries on account of establishment employed for the benefit of particular persons.	1. Chief Commissioners. 2. First class political residents. 3. Departments of the Government of India. 4. Railway Board.	Full power, in cases where the actual expenditure in any period falls considerably short of the sanctioned cost.
33	130	Power to allow previous service under a local fund to count as duty in Government service.	1. Departments of the Government of India. 2. Railway Board.	Full power.

APPENDIX No. 5.

[Fundamental Rule 9(20).]

Secretary of State's rules regulating the grant of Overseas Pay.*(Government of India, Finance Department, Resolution No. 1533-Ex., dated the 5th July 1923.)*

In exercise of the powers conferred by section 96-B (2) of the Government of India Act, the Secretary of State for India in Council has been pleased to make the following rules regulating the grant of overseas pay to members of services or to holders of posts for which he has sanctioned such pay.

2. The Secretary of State in Council has decided that these rules shall have effect from the 3rd January 1921, and that the principles laid down in the rules shall be applied retrospectively from the dates on which overseas pay came into force for the various services or posts concerned. The object of the grant of retrospective effect is to place the grant of overseas pay on a uniform basis from its inception. An officer not entitled to overseas pay under these rules will not, however, be required to refund any amounts which he may have drawn in good faith.

3. It will be observed that under the rules an officer who has been promoted to an Imperial Service from a provincial or subordinate service or from an outside post and is of non-Asiatic domicile is entitled, subject to the proviso in Rule 1 (a), to overseas pay from the date on which he became a member of the service. It has been decided that an officer who is admitted to an Imperial Service by promotion should become a member of that service in all respects and that there is no valid reason why he should be treated differently, in respect of overseas pay, from members of the service recruited from other sources. This decision will not, however, supersede that embodied in clause (1) of the Home Department Resolution No. 1260, dated the 24th June 1920, because Provincial Civil Service officers on appointment to hold listed Indian Civil Service posts do not become members of the Indian Civil Service; they remain members of the Provincial Civil Service and it is considered that the pay fixed for them is a fair remuneration independently of overseas pay.

OVERSEAS PAY.

1. Overseas pay at the rate or rates sanctioned for a particular service or post may be drawn by the following classes of officers serving in such service or holding such post, namely:—

- (a) any officer having at the date of his appointment to such service or post his domicile elsewhere than in Asia:

Provided that no such officer shall be entitled to this concession who, prior to such appointment, has for the purpose of his appointment to any office under the Government or of the conferment upon him by the Government of any scholarship, emoluments or other privilege, claimed or been deemed to be a native of India;

- (b) any officer having at the date of his appointment his domicile in Asia, to whom this concession has been extended by any general or special order of the Secretary of State in Council.

2. For the purposes of these rules, the domicile of a person shall be determined in accordance with the provisions set out in the Schedule to these rules:

Provided that a person who was born and has been educated exclusively in Asia, and has not resided out of Asia for a total period exceeding six months, shall be deemed to have his domicile in Asia. c

3. No officer who after his appointment to a service or post acquires a new domicile shall thereby lose his right to or become entitled to overseas pay.

4. If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Secretary of State in Council, in the case of persons appointed by him, of the Governor-General in Council in the case of persons appointed by him, or of the local Government in the case of persons appointed by them, shall be final.

THE SCHEDULE.

PROVISIONS FOR THE DETERMINATION OF DOMICILE.

1. A person can have only one domicile.

2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.

3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.

4. The domicile of origin prevails until a new domicile has been acquired, and a new domicile continues until the former domicile has been resumed or another has been acquired.

5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile of origin.

(2) Any person may, if the law of any country so provides, and subject to any such provisions, acquire a domicile in that country by making, in accordance with the said provisions, a declaration of his desire to acquire such domicile.

Explanation 1.—A person is not to be considered as having taken his fixed habitation in a country merely by reason of his residing there in His Majesty's civil or military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin:

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of His Majesty or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband:

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

APPENDIX No. 6.

[Fundamental Rule 44.]

Rules regarding the grant of free passages framed by the Secretary of State in Council.

I.—PASSAGE RULES, 1925.

(Government of India, Finance Department Notification No. F.-200-I-C. S. R.-25, dated the 18th December 1925.)

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State in Council, with the concurrence of the majority of votes at a meeting of the Council held on the 21st day of October 1925, hereby makes the following rules:—

1. These rules may be called the Passage Rules (1925).
2. A local Government may sanction for any officer whom it has appointed in Europe to the public service in India a free passage to India.
3. A local Government may sanction for any officer deputed out of India free return passage from India to the country in which the officer is deputed.
4. A local Government may grant free passages, including travelling expenses by rail to the port of embarkation, in urgent cases where, in their opinion, it is desirable that an officer, or his dependants, should leave India, and where the pecuniary circumstances of the individuals concerned are such that they are unable to leave without such assistance.
5. A local Government may sanction a free return passage for any officer entitled to a return passage on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement. The local Government may also sanction an extension of an original concession in regard to free passages home for an officer's family.
6. A departmental officer of the commissary class, or a departmental warrant officer, in civil employ, shall be entitled to the same passage concessions as he would receive if he were in military employ.
7. Articles 601A and 1123 of the Civil Service Regulations are hereby repealed.

II.—PASSAGE (SUBORDINATE) RULES, 1925, FRAMED BY THE SECRETARY OF STATE IN COUNCIL.

(Government of India, Finance Department Notification No. F.-57-C. S. R.-25, dated the 30th December 1925.)

In exercise of the powers conferred by sub-section (2) of section 96B of the Government of India Act, the Secretary of State for India in Council, with the concurrence of the majority of votes at a meeting of the Council held this 24th day of November 1925, hereby makes the following rules to regulate the grant of free passages to civilian subordinate employes of Governments in India engaged on contract for service in India, namely:—

- 1. (1) These rules may be called the Passage (Subordinate) Rules, 1925.
- (2) They apply to any person of non-Asiatic domicile engaged outside India on contract for services other than one of the recognised Civil Services to whom a second-class passage to India is granted by the Government on his

proceeding to join his appointment, and to any person of non-Asiatic domicile engaged on contract in India to whom they may be declared by Government to apply.

2. In these rules "employé" means a person to whom these rules apply.

'Family' includes a wife, unmarried sons and daughters, and step-daughters of any age and step-sons under the age of 16 years who reside with and are dependent upon the employé.

The expression "free passage" includes (a) second-class accommodation by steamship by the all-sea route; (b) third-class railway fare from the employé's home to the port of embarkation and *vice versa*, plus the following allowances for incidental expenses:—15s. for the employé travelling alone, 20s. for the employé travelling with his wife and family, 15s. for a wife travelling alone, and 20s. for a wife accompanied by children; (c) a free railway pass (or an allowance in lieu thereof) and free conveyance of baggage up to a limit of 5 mairnds for the journey from the port of disembarkation in India to his station and *vice versa*, plus the following allowances for incidental expenses:—Rs. 20 for the employé travelling alone or with his wife and family, Rs. 15 for a wife travelling alone, and Rs. 20 for a wife accompanied by children; (d) a mileage allowance in India at the rate laid down for the time being by the Government for each person for such journeys by road as may be necessary; (e) a halting allowance in India at the rate laid down for the time being by the Government for each person for every day, if detained under orders at the port of disembarkation or elsewhere.

"Government" means the Government in India under which the employé is employed.

3. Free passage to India shall be granted by the Government:—(a) to the family of an employé in respect of their first voyage to India, whether they actually accompany the employé or join him later; (b) to the wife of an employé who enters service as a bachelor but marries while in the United Kingdom on leave; (c) to the intended wife of an employé when proceeding to India to marry him:

Provided that an employé who has been granted a free passage for his wife or intended wife under this rule shall not be entitled to a second passage if he remarries, but a second wife may claim any concessions which were available to but were not utilised by a first wife.

4. Free passage to the United Kingdom shall be granted to an employé when granted leave on medical certificate to that country during his service, and free passage back to India when pronounced fit to resume duty. If an employé shall take leave on private affairs after being pronounced by the Medical Board fit to return to duty in India he shall forfeit any right to free return passage to India under this rule.

5. Free passage to any port in Europe or in a British Colony, Dominion or Possession, shall be granted to an employé who is recommended by the proper medical authority to proceed to such place, and free return passage when pronounced fit to resume duty, provided that the cost of such passages shall not exceed the cost of passages to and from the United Kingdom.

6. The Government shall also, but not more than twice during an employé's service, pay half the cost of passages from and to India for his family if they accompany him on leave when invalidated. If the family accompany the employé in one direction only the Government shall pay half the cost of a single passage. Provided that the cost of the concession shall not exceed half the cost of passages to and/or from the United Kingdom, as the case may be.

7. An employé who, whilst on ordinary leave out of India, is granted leave on medical certificate for a period exceeding two months on account of an illness which is certified by the proper medical authority to have been contracted in India or to be due to service in that country, shall be granted a free passage to India for himself; together with half the cost of passages for his family (subject to the limitation stated in Rule 6) from the United Kingdom

or from any port in Europe or in a British Colony, Dominion or Possession (on his being pronounced fit to resume duty by the proper medical officer) on the termination of such leave. In the case of an employé on leave in a British Colony, Dominion or Possession, the Government shall decide, for the purpose of this rule, what medical evidence shall be accepted.

8. Free passages to the United Kingdom or to any port in a British Colony, Dominion or Possession shall be granted to the family of an employé who dies whilst in Government service: Provided that the cost of such passages shall not exceed the cost of passages to the United Kingdom.

9. Free passages to the United Kingdom shall be granted to the employé and his family at the end of his service, notwithstanding that his service may be continued beyond the term of his original agreement, provided always that his service is regarded as satisfactory.

10. In lieu of the passages admissible under Rule 9, an employé may be granted passages to any other country, if he wishes to proceed there and has permission to reside there, subject to his formally renouncing any claim to return passage to the United Kingdom, provided that the cost of such passages shall not exceed the cost of passages to the United Kingdom.

11. In lieu of the passages admissible under Rule 9 or 10 passages may, in exceptional circumstances, be provided prior to the end of the employé's service. When such passages have been so provided, no further passages shall be admissible when the employé finally leaves the service, and any sums paid in respect of such passages shall be liable to recovery should the employé's subsequent service prove unsatisfactory or should he terminate his service in circumstances other than such as may reasonably be regarded as covered by the term "retirement including invaliding."

APPENDIX No. 7.

[Fundamental Rule 51.]

Travelling, etc., allowances of Civil Officers serving under the Secretary of State, the Government of India, or the High Commissioner for India when on duty in Europe or America.

The pay of officers serving under the Government of India who may be deputed to work in Europe or America is governed by Fundamental Rule 51.

An officer who elects to consume leave on average pay during a period of duty out of India may be granted an honorarium equal to one-sixth of his Indian pay for the period in question. He will be eligible for Compensatory or Travelling allowances in addition under the rules below as if drawing pay under Fundamental Rule 51.

The following regulations have been approved to govern the grant, under the authority of the Secretary of State for India, of travelling and other allowances. They do not apply to cases governed by special rules, *e.g.*, study leave, forest tours, etc.

They take effect from 1st October 1924, and are subject to review from time to time.

SECTION I.—CLASSIFICATION OF OFFICERS.

1. For the purposes of these rules officers are divided into classes as under—

- (a) *Indian Services*.—According to the classification in Supplementary Rule 17 to the Fundamental Rules.
- (b) Officers serving under the Secretary of State or the High Commissioner—

First Class.—Administrative and higher executive officers.

Second Class.—Other executive and clerical officers.

Third Class.—Other officials.

2. Military officers, etc., if paid at civil rates, are classified under these rules as follows:—Commissioned officers first class, warrant officers second class, other ranks third class. If paid at military or naval rates their allowances are governed by Army or Navy Regulations.

SECTION II.—COMPENSATORY ALLOWANCE.

3. Subject to the provision of rules 4 and 5, officers who are sent from India on deputation may be granted a compensatory allowance at the following rates from date of landing in this country to date of re-embarkation for India:—1st class, 16s. 8d. a day; 2nd class, 12s. 6d. a day; 3rd class, 8s. 4d. a day.

4. If an officer is permitted to take leave during his deputation, or to delay his embarkation for India at the conclusion of his deputation by taking leave, payment of compensatory allowance will cease during the period of leave.

5. An officer who is eligible for a compensatory allowance under this section may be granted halting allowance under section IV, in lieu thereof, if to his advantage, in respect of necessary absences on duty away from headquarters.

6. Officers placed on deputation while on leave in this country may be granted a compensatory allowance at the rates prescribed in rule 3 if they can show that they are put to extra expense in the matter of accommodation through being placed on duty. They will draw halting allowance in lieu thereof in respect of necessary journeys on duty away from headquarters.

SECTION III.—TRAVELLING EXPENSES.

7. Travelling expenses when admissible are granted as follows where actually incurred:—

First Class—First class railway or steamer fare.

Second Class—Second, if available, otherwise third.

Third Class—Third class.

8. In the case of cross-channel passages second class officers may travel 1st class and third class officers 2nd.

9. Only the cost of return tickets is allowed when such can be taken.

10. An officer unless otherwise instructed is expected to take up his headquarters at his place of work, and will not be refunded the cost of journeys (other than the first and last) between his home or place of residence and his headquarters.

11. Necessary incidental expenses, such as taxi or cab fares, motor hire, etc., may be passed by the Accountant General, India Office, or the Chief Accounting Officer to the High Commissioner, at their discretion. The extra cost of sleeping berths or seats in Pullman cars will not be allowed elsewhere than in America without the sanction of the Secretary of State in Council.

12. An officer ordered to travel by the overland route to or from India on duty may be granted, in addition to travelling expenses, an inclusive sum of £1 as travelling allowance for the journey between Marseilles and the United Kingdom.

SECTION IV.—HALTING ALLOWANCE.

13. Officers travelling on duty in the United Kingdom may, when away from headquarters, draw in addition to travelling expenses under section III halting allowance at the rates shown in the following table. These rates are not intended to meet the whole cost of subsistence when absent from home or headquarters, but only the extra expenses necessarily incurred through such absences:—

A.—United Kingdom.

Class.	Rate 1. (First 14 nights.)	Rate 2. (After 14 nights)	* Rate 3. (Journey of not less than 4 miles each way involv- ing absence from Head Quarters of 10 hours or over).	* Rate 4. (Journey of not less than 4 miles each way involv- ing absence from Head Quarters of between 5 and 10 hours).
	s. d.	s. d.	s. d.	s. d.
1	25 0	15 0	5 0	3 6
2	18 9	10 0	3 6	2 6
3	12 6	7 6	2 9	2 0

These rates are not admissible in conjunction with rates 1 and 2.

B.—Places abroad.

	Class 1	Class 2.	Class 3.
	£ s. d.	£ s. d.	£ s. d.
America	2 10 0	1 17 6	1 5 0
Europe (and the Near East)	1 15 0	1 6 9	0 17 6

14. The rates prescribed in rule 13 for places abroad will not ordinarily be admissible for more than one month in any one place. They may be varied in the case of attendance at Imperial and International conferences, etc.

15. No halting allowance can be drawn for any period during which an officer is entertained at the expense of the State or where subsistence is otherwise provided, *e.g.*, on boardship.

[G. I. F. D. No. F.-220-C. S. R., dated 14th Nov. 1924, and No. F.-220-C. S. R.-24, dated 6th February 1925.]

The Secretary of State for India in Council has decided that civilian officials ordered to attend at the India Office for examination by the India Office Medical Board shall be allowed a refund of railway fares for journeys within the United Kingdom according to the class to which they are entitled. Subsistence allowance will not be granted and no refund of hotel expenses will be allowed.

2. The India Office travelling allowance rules will be amended in due course.

[G. I. F. D. No. F./116-C. S. R.-25, dated 18th April 1925.]

APPENDIX No. 8.

Instructions issued by the Auditor General under Fundamental Rule 74.

I.—PROCEDURE RELATING TO LEAVE.

Certificate of Admissibility.

1. *Gazetted Government servants.*—Leave should be sanctioned to a gazetted Government servant only after its admissibility has been certified by the Audit Officer who has been auditing his pay.

NOTE.—The leave accounts of the Archdeacon of Calcutta and the Presidency Senior Chaplain, Church of Scotland, Bengal, are maintained by the Accountant General, Central Revenues. The leave accounts of all other Chaplains both of Church of England and the Church of Scotland, including those attached to regiments, are maintained by the Accountant General, of the Province in which they serve. In the case of Chaplains therefore the certificate of admissibility of leave required by the above rule will be issued by the Accountant General who maintains the leave accounts.

2. *Non-gazetted Government servants.*—Before leave is sanctioned to a non-gazetted Government servant the authority sanctioning the leave should either consult the leave account prescribed in Fundamental Rule 76, and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account.

3. *Military officers.*—When a Military Officer becomes subject to the Civil Leave Rules, the Audit Officer in charge of his record of pension service will, on application and on being furnished with the date of commencement of active service in Civil employ, furnish to the Audit Officer to whose audit he becomes subject, a memorandum showing the furlough earned, the different kinds of leave taken (distinguishing those which should be deducted from the *maximum* furlough admissible) and the balance of furlough due under Military Rules.

4. (a) Applications for leave from Military Officers in Civil employ, whether they are subject to the Military Leave Rules or the Civil Leave Rules, should be sent through the Civil Audit Officer who audits the pay of the officer going on leave. The Civil Audit Officer will, if he considers it necessary, consult the Controller of Military Accounts in charge of the officer's record of pension service before certifying to the leave and specifying the leave-salary. No leave should be sanctioned to such an officer before a report is received from the Civil Audit Officer.

(b) In the case of a Military Officer subject to the Military Leave Rules the Civil Audit Officer should obtain from the Audit Officer in charge of the officer's record of pension service a certificate in F. R. Form No. 1 before issuing a leave-salary certificate or a warrant or a certificate of leave granted to an officer proceeding on leave out of India who does not intend to draw his leave-salary at the Home Treasury or in a Colony.

5. *Government servants in foreign service.*—In the case of a Government servant on foreign service, leave cannot be sanctioned, until the Audit Officer of the Government (Central or Provincial), under which he was permanently employed at the time of his transfer to foreign service, has certified the amount of leave and the leave-salary admissible.

***NOTE.**—For the purpose of this rule, the Accountant General of the Province in which the contributions towards leave-salary and pension of a Government servant on foreign service are recovered will act as the Audit Officer of the Central Government.

Payment of Leave-Salary in India.

*6. *Non-gazetted Government servants.*—The leave-salary of a non-gazetted Government servant on leave in India or on leave out of India cannot be drawn in India, except under the signature of the head of his office; and the latter is responsible for any overcharge.

7. *Gazetted Government servants.*—No gazetted Government servant can begin to draw his leave-salary at any office of payment in India without producing a leave-salary certificate from the Audit Officer who audited his pay before he proceeded on leave.

8. The certificate should be in F. R. Form No. 2; and if during leave the gazetted Government servant desires to change the office at which he receives payment of his leave-salary, he must obtain a new certificate from the Audit Officer within whose jurisdiction his leave-salary was last paid.

9. If a gazetted Government servant signs his bill himself he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government or some other well-known and trustworthy person. If he draws his leave-salary through an authorised agent, the agent, whether he has or has not a power-of-attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund overpayments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by life certificates.

10. The provisions of paragraphs 7 to 9 above apply also to gazetted Government servants who spend their leave out of India but reside in Asia, and who have to draw their leave-salary in rupees in India under Fundamental Rule 91.

NOTE.—A certificate of residence should be obtained from Government servants who draw their leave-salary at the rupee rate.

11. *Railway and Telegraph Departments and Military Works Services.*—In the case of the Railway and Telegraph Departments and the Military Works Services the above rules will be generally applicable subject to any modifications which may be made by the Accountant General concerned in accordance with the special rules of his Department.

12. *Return to duty.*—Before returning to duty, a Government servant who has drawn his leave-salary in India should obtain a last-pay certificate from the Audit Officer, within whose jurisdiction his leave-salary was last paid, and deliver it to the Audit Officer who audits his pay. Without such a certificate he cannot obtain payment of any arrears of leave-salary or pay due to him.

Leave out of India.

13. *Memorandum of information.*—A copy of "Memorandum of information for the guidance of Government servants proceeding on leave out of India" should be supplied to each Government servant proceeding on leave out of India by the Audit Officer who audits his pay, as soon as the grant of leave is gazetted or otherwise notified to him.

14. *Leave-Salary Certificate and Colonial Leave-Salary Warrant.*—(a) A Government servant proceeding on leave out of India and intending to draw his leave-salary while on leave should be given a leave-salary certificate by the Audit Officer who audited his pay before he proceeded on leave—

- (1) in F. R. Form No. 2, if he intends to draw his leave-salary at the Home Treasury;
- (2) in the shape of a leave-salary warrant in Form No. I under the Supplementary Rules, if he is proceeding to a Colony and intends to draw his leave-salary there.

*The Government of India have decided that the leave-salary of non-gazetted officers belonging to the Posts and Telegraphs Department and Posts and Telegraphs Account Offices may be drawn from a Post Office other than one from which the officer proceeds on leave.

[G. I. F. D. letter No. D.-1514-A., dated 15th June 1925.]

(b) If during any period of leave on average pay, a gazetted Government servant wishes, under the provisions of Fundamental Rule 91, to draw his leave-salary in India, a separate leave-salary certificate should be issued in respect of that period under the provisions of paragraph 8 above.

[*Auditor General's decision.*—Even in those cases where an officer, with the grant of leave, is transferred to an appointment under the audit control of another Audit Officer and where, in consequence, the leave is sanctioned by a Government other than that under which he was employed before proceeding on leave, the orders in Rule 14 should be observed, that is to say, the leave-salary certificate should be given by the Audit Officer who audited his pay before he proceeded on leave.]

[Ar. G.'s No. 392-Admn./125-25, dated 7th March 1925.]

15. When a Government servant proceeds out of India on leave other than extraordinary leave, the Audit Officer who audits his pay will, as soon as the leave is gazetted or otherwise notified, send him a letter in F. R. Form No. 4 with enclosures in F. R. Form No. 5 requiring him to call at his office or give the necessary information.

NOTE.—If a Government servant sent home to Europe as a lunatic is granted leave, a leave-salary certificate should be prepared, if necessary, by the Audit Officer who audits his pay on the data available to him, and forwarded to the High Commissioner for India at the earliest possible date.

16. If the Government servant calls at the Audit office he will be paid up to the date of his relief and will be given a leave-salary certificate in the appropriate form as prescribed in paragraph 14 above. In the case of Government servants proceeding to a Colony, the Colonial leave-salary warrant (Form No. I under the Supplementary Rules) will be issued in triplicate. The original, bearing the Government servant's signature, will be forwarded by the Audit Officer to the Colonial authority concerned, the duplicate to the High Commissioner for India and the triplicate will be made over to the Government servant concerned.

NOTE.—If the Government servant takes a certificate under clause (b) of paragraph 14 above, he will not be paid up to the date of relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month along with the leave-salary for the rest of the month.

17. If the Government servant is unable to call at the Audit Office, the Audit Officer will cause the leave-salary certificate to be sent to the address specified by the Government servant and the pay and allowances to be paid through the Officer from whom the Government servant draws his pay and allowances.

NOTE.—The orders in the Note under paragraph 16 apply also in the circumstances specified in this paragraph.

18. When a Government servant proceeds on extraordinary leave out of India, or on leave on average pay or half average pay out of India during which he does not propose to draw leave-salary, or when a Government servant is given a Colonial leave-salary warrant, he should be given a certificate of leave in Form No. II under the Supplementary Rules. This certificate has to be presented by the Government servant to the High Commissioner for India if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave, or for permission to return to duty or for a last-pay certificate before returning to duty.

NOTE.—Whenever a Government servant is proceeding to a Dominion or Colony which does not account directly to India a duplicate copy of the certificate in Form II under the Supplementary Rules should be sent to the High Commissioner with the duplicate copy of the Colonial leave-salary warrant (*vide* paragraph 16).

19. A certificate in F. R. Form No. 3 should be attached to the leave-salary certificate of a Chaplain proceeding on leave to Europe.

20. With every leave-salary certificate, Colonial leave-salary warrant or certificate of leave, given to Government servants to whom the leave rules in Sections I to V of Chapter X of the Fundamental Rules are not applicable a blank F. R. Form No. 7 will be given on which the Government servant concerned will report to the Audit Officer, from the first port at which the vessel touches, the day of his departure from India.

21. As soon as an Audit Officer has delivered a leave-salary certificate, certificate of leave or a Colonial leave-salary warrant to a Government servant who proposes to spend his leave out of India, or has caused it to be sent to the address specified by him, he must forward a copy of the leave-salary certificate or certificate of leave, or the duplicate copy of the Colonial leave-salary warrant to the High Commissioner for India.

22. *Deleted.*

23. *Amended Certificate.*—If it becomes necessary to amend a leave-salary certificate in F. R. Form No. 2, the amendment should take the form of a short corrigendum worded so as to show only the particular item or items in which alterations have been made; this corrigendum should be forwarded by the Audit Officer at the earliest possible date to the High Commissioner for India. Every corrected leave-salary certificate, whether original or duplicate, should be marked "Amended Certificate."

24. *Extension or commutation of leave.*—Whenever the leave of a Government servant absent on leave out of India elsewhere than in Europe, North Africa, America or the West Indies is extended or commuted by the authority in India which granted the leave, the fact should forthwith be notified by the Audit Officer to the High Commissioner for India to enable him to check the payment by Colonial Treasurers or Staff Officers.

NOTE.—This rule applies to Military Officers subject to the Military Leave Rules.

25. If the leave of a Government servant who draws his leave-salary in India under the provisions of Fundamental Rule 91 is extended or commuted, the Audit Officer who audited his pay at the time he proceeded on leave must, on receiving advice of such extension or commutation, forthwith communicate it to the Audit Officer within whose jurisdiction his leave-salary is drawn. He should also communicate any other circumstances connected with the leave which may be required to be known to the Audit Officer who passes the Government servant's leave-salary.

26. *Issue of a fresh Colonial leave-salary warrant.*—When no space for the entry of endorsements of payment remains upon the back of a Colonial leave-salary warrant, or when a warrant is lost or destroyed, a fresh warrant should be issued by the Audit Officer who issued the original warrant on the application of the Government servant concerned submitted through the Colonial Disbursing Officer.

27. *Return to duty.*—A Government servant who was on leave in Europe must, on return to India, deliver to the Audit Officer the last-pay certificate obtained by him from the High Commissioner, before he can obtain payment of any arrears of leave-salary or pay due to him. A Government servant who has drawn his leave-salary on a warrant must deliver his copy of the warrant which will serve as a last-pay certificate.

28. *Railway and Military Accounts Departments.*—Changes in the above rules, except those which relate to Colonial leave-salary warrants, may be made by the Accountant General, Railways, or the Military Accountant General in accordance with the special rules of his own department.

Special Rules relating to Military Officers.

29. As soon as the grant of furlough or leave to a Military Officer in Civil employ has appeared in orders, the Audit Officer in charge of the Military Officer's record of pension service must, in the case of furlough to Europe, North Africa, America or the West Indies, forward to the High Commissioner for India a statement of the officer's service in such form as the Military

authorities may prescribe. This statement is not required in the case of officers proceeding on furlough under the Staff or British Leave Rules.

30. When furlough or leave or an extension of furlough or leave is granted to a Military Officer in Civil employ, whether subject to the Civil or the Military Leave Rules, the Civil Audit Officer should intimate to the Audit Officer in charge of the Officer's record of pension service the date of the beginning and end of the furlough or leave, the dates of embarkation and debarkation in the case of furlough out of India, as well as those of being struck off or of resuming duty.

31. *Cancelled.*

32. On the return of an officer from furlough or leave, it will be the duty of the Audit Officer in charge of his record of pension service to satisfy himself that he has returned within his leave; and, if not, to report the case to the authority which sanctioned the leave.

Leave Account.

33. The leave account proscribed in Fundamental Rule 76, should be kept in F. R. Forms No. 9 and S-113A in respect of Government servants under the special leave rules and ordinary leave rules respectively. The office in which the account should be kept for any Government servant and the person by whom the entries should be attested, will be such as are prescribed by the local Government.

II.—SERVICE BOOKS.

34. A service book in F. R. Form No. 10 should be maintained for every non-gazetted Government servant holding a substantive post on a permanent establishment with the exception of those the particulars of whose service are recorded in a history of services or in a service register maintained by the Audit Officer, or for whom special forms of record are prescribed by the local Government. In this book every step in the Government servant's official life should be recorded and each entry should be attested by such superior officer as may be prescribed by the local Government.

35. If a Government servant is transferred to foreign service, the Audit Officer referred to in paragraph 5 above, will, on receipt of the service book from the head of the office or department concerned, note in it, under his signature, the order sanctioning the transfer, the effect of the transfer in regard to leave admissible during foreign service and any other particulars which he may consider to be necessary, and return the same to the officer from whom he received it. On the Government servant's re-transfer to Government service, the Audit Officer will again note in the service book, under his signature, all necessary particulars concerned with the foreign service. All entries relating to the time spent in foreign service should be attested by the Audit Officer.

Memorandum explaining how the existing orders in the several articles in the Civil Service Regulations have been dealt with in the instructions issued by the Auditor General under Fundamental Rule 74.

1. *Paragraph 1.*—This includes the provisions contained at present in clauses (a) and (d) of Article 841 of the Civil Service Regulations. Under the existing system of audit it is necessary that the Audit Officer should certify the admissibility of the leave before it is sanctioned. The provision has, therefore, been retained as an instruction of the Auditor General.

2. *Paragraph 2.*—This order is not based on any rule at present included in the Civil Account Code or the Civil Service Regulations. A similar rule is, however, included in some departmental codes (*vide, e.g.,* paragraph 109, Public Works Department Code), and is followed in practice in all civil offices. Only leave which is admissible can be sanctioned and the admissibility of the leave can be verified only by a reference to the leave account. It is considered that an explicit rule to this effect should be contained in the authorised instructions.

3. *Paragraph 3.*—This provides for the orders in the note under Rule 1 below clause (i) of Article 314, Civil Service Regulations.

4. *Paragraph 4, Clause (a).*—The provision in this clause is intended to replace the orders contained in Articles 855-A. and 856, Civil Service Regulations. The orders as they stand are very complicated and prescribe different sets of procedure for different kinds of officers. It would be sufficient if all the applications are required to be sent to the Civil Audit Officer who will, when necessary, consult the Military Audit Officers. Clause (b) provides for the orders contained at present in Articles 856 (c), 860, the Note under 871 and 875. As the Civil Audit Officer has to consult the Military Controller he can obtain the certificate at the same time.

5. *Paragraph 5.*—This reproduces the portion of orders in Article 780, Civil Service Regulations, which is essential for purposes of audit.

6. *Paragraph 6.*—Article 865 prescribes the locality in which the leave-salary of a non-gazetted Government servant should be drawn and the conditions which should be observed before it can be paid. Orders regarding locality cannot be issued as part of audit requirements and so paragraph 6 only prescribes the other conditions contained in Article 865. The general orders framed by the Governor-General in Council under rule 16 of the Devolution Rules, include a provision to the effect that the leave-salary of a non-gazetted Government servant paid in India should be drawn only in that district in which his pay could be drawn if he were on duty.

7. *Paragraph 7.*—This reproduces that portion of the orders in Article 874 which relates to payment of leave-salary in India. The term "office of payment" has been substituted for "treasury" so that the rule may be applied even in the case of those departments which make their own payments, *e.g.*, by cheques.

8. *Paragraph 8.*—This reproduces the orders in Article 878 except that the provision that a certificate is necessary only when the Government servant proceeds from one place to another has been cancelled because an authority from the Audit Officer specifying the leave-salary permissible is necessary in all cases. A clause has also been added at the end of this paragraph to the effect that when the Government servant desires to change the office of payment, a fresh leave-salary certificate must be obtained from the Audit Officer within whose jurisdiction his last pay was drawn. This clause is taken from Article 887. As the instructions apply also to cases of Government servants on leave in India it has been included in this paragraph.

9. *Paragraph 9.*—This reproduces the orders in Article 864, Civil Service Regulations.

10. *Paragraph 10.*—This provides for the procedure laid down in Fundamental Rule 91, by which Government servants who reside in Asia during the leave have to draw their leave-salary in India. The note under the paragraph is an audit requirement.

11. *Paragraph 11* is intended to preserve the special procedure obtaining at present in these departments which is safeguarded by Article 866, Civil Service Regulations.

12. *Paragraph 12.*—A last-pay certificate has to be produced by a Government servant who has to draw arrears of leave-salary or pay due under Article 41, Civil Account Code, Volume I (8th edition).

13. *Paragraph 13.*—This reproduces the orders in Article 775-A., Civil Account Code, Volume II (7th edition).

14. *Paragraph 14.*—This reproduces part of the orders in Article 874, Civil Service Regulations, relating to the issue of a leave-salary certificate to those who desire to draw their leave-salary at the Home treasury and part of the orders in Article 888, Civil Service Regulations, relating to the issue of a Colonial warrant, with this difference that the Audit Officer who audits the pay of a Government servant is required to issue the Colonial leave-salary

warrant in the place of Audit Officers at the ports of embarkation in India or Burma who were formerly issuing the warrants as stated in Article 888, Civil Service Regulations. The issue of a separate leave-salary certificate by the Audit Officer concerned as specified in Article 881 becomes unnecessary as he will himself issue a Colonial leave-salary warrant. A clause has been added to this rule providing for cases in which a gazetted Government servant may wish to draw his leave-salary in India during the first four months of leave on average pay. In these cases a leave-salary certificate, such as is ordinarily issued to a Government servant drawing his leave-salary in India, should be issued to cover the period during which the Government servant wishes to draw his leave-salary in India. This rule does not provide for non-gazetted Government servants proceeding on leave out of India as their cases are covered by paragraph 6 of these Instructions.

15. *Paragraph 15.*—This provides for the orders in Article 880, Civil Service Regulations. The note under the article is taken from Article 775, Civil Account Code, Volume II (7th edition).

16. *Paragraph 16.*—This reproduces part of the orders in Article 881 which are not included in paragraph 14 as well as part of the orders in Article 889. The existing orders require that the Government servant going on leave out of India should be paid up to the day before he leaves India. These orders apply to the case of Government servants who proceed on leave to which no privilege leave is prefixed. When the Government servant goes on privilege leave or on combined leave he is allowed to draw his allowances in England from the commencement of such leave. In future it would be simpler to have the leave-salary due from the commencement of the leave paid in England, if the Government servant so chooses, in all cases subject to the conditions in Fundamental Rule 91. This rule accordingly provides that the Government servant should be paid up to the date of his relief.

17. *Paragraph 17.*—This reproduces the orders in Article 882, except that it is provided that the Government servant should be paid up to the date of his relief and not up to the date of his sailing.

18. *Paragraph 18.*—This is taken from Articles 872 and 873, Civil Service Regulations.

19. *Paragraph 19.*—This is in accordance with Article 904, Civil Service Regulations.

20. *Paragraph 20.*—This reproduces the orders in Article 883, Civil Service Regulations. As under Fundamental Rule 68, the leave of a Government servant commences on the day on which transfer of charge is effected and does not depend upon the date of departure of the vessel in which the Government servant sails, the report of actual sailing is not required in the case of those to whom the rules in Sections I to V of Chapter X of the Fundamental Rules are applicable.

21. *Paragraph 21.*—This provides for the orders in Article 884, and part of Article 889. "The High Commissioner for India" has been substituted for the "Secretary of State" and "India Office" as the former officer is now making payments of leave-salary in England.

22. *Paragraph 22.*—This reproduces the orders in Article 885, Civil Service Regulations.

23. *Paragraph 23.*—This provides for the orders in Article 898 (a), Civil Service Regulations.

24. *Paragraph 24.*—This is taken from the latter part of Article 300, Civil Service Regulations.

25. *Paragraph 25.*—This is a reproduction of the orders in Article 877, Civil Service Regulations.

26. *Paragraph 26.*—This is a part of the orders in Article 889, Civil Service Regulations.

27. *Paragraph 27.*—This is taken from Articles 886 and 890, Civil Service Regulations.

28. *Paragraph 28* is taken from Article 870, Civil Service Regulations.

29. *Paragraphs 29 to 32* are taken from Articles 855, 857 (b) and (c) and 611, Civil Service Regulations.

30. *Paragraph 33.*—This is a necessary record for purposes of reference.

31. *Paragraphs 34 and 35.*—These rules indicate the form in which records of service of non-gazetted Government servants should be maintained and the procedure that should be followed in maintaining them.

Memorandum of information for the guidance of Government servants proceeding on leave out of India.

1. *Report of sailing.*—If a certificate of departure accompanies this memorandum, the Government servant should sign, stamp and post it to the Audit Officer from whom the memorandum is received.

2. *Date of commencement of leave.*—Leave begins on the day on which transfer of charge is effected, or if charge is transferred afternoon, on the following day.

3. *Leave-salary certificate for payment in India.*—Under Fundamental Rule 91, a Government servant may draw in India the leave-salary of the first part of any period of leave on average pay up to a maximum of four months whether such leave be taken by itself or at the commencement of a longer period of leave. When a Government servant on leave out of India exercises this option and desires to draw his leave-salary in India—

- (1) his pay and allowances up to the date preceding that on which his leave commences are payable in India under the usual rules; and
- (2) if he is a gazetted Government servant, he must inform the audit office which audits his pay in his last post through a form which will be received from it, from what treasury he wishes to draw his leave-salary and through what agency.

4. *Leave-salary certificate for payment at the Home Treasury.*—In cases not falling under paragraph 3 above—

- (1) the pay and allowances of the Government servant will be paid to him before he leaves India and the Audit Officer who audits his pay in his last post will arrange for this; and
- (2) the Government servant must take with him a leave-salary certificate to enable him to draw his leave-salary from the Home Treasury.

If the certificate cannot be prepared in time, or if a Government servant proceeding on leave to Europe is compelled to leave without a certificate, it will be forwarded to him to any address which he may leave.

5. *Colonial leave-salary warrant for payment of leave-salary in a Colony.*—If a Government servant intends to draw his leave-salary in any of His Majesty's Colonies, the Audit Officer who audits his pay in his last post will furnish him with a warrant addressed to the Colonial officer only on condition that any fund subscriptions due from him shall either be paid in advance or taken by deduction; in the latter case, the warrant to the Colony will show only the net amount payable after such deduction.*

* Paragraph 5 applies only to the civil fund deductions and the Indian Military Service Family Pension Fund subscriptions, but not the General Provident Fund. Subscriptions to the latter in the case of those on leave who draw their leave salaries from a Colonial Treasury can only be remitted in cash to the Audit office as laid down in paragraph 9 of the memorandum, which is based on Rule 9 of the Rules regulating the General Provident Fund.

[A. G.'s letter No. 93-Code/117-22, dated 26th January 1923.]

6. *Leave on medical certificate.*—A Government servant taking leave out of India on medical certificate should take with him one copy of the Medical Report upon his case, and be prepared to produce it before the Medical Board at the India Office, if required to do so.

7. *Certificate of leave necessary in certain cases.*—If a Government servant proceeds on extraordinary leave out of India or on leave on average pay out of India during which he does not propose to draw leave-salary, or if a Government servant proceeds to a Colony, he should obtain a certificate of leave in Form No. II under the Supplementary Rules from the Audit Officer who audits his pay in his last post. This certificate has to be presented by the Government servant to the High Commissioner for India, if he is on leave in Europe, North Africa, America or the West Indies and applies for extension of leave or for permission to return to duty or for a last-pay certificate before returning to duty.

8. *Subscriptions to Funds.*—Subscriptions on account of the Bengal, Bombay and Madras Civil Funds, and the Bengal and Madras Service Family Pension Fund may be paid either in India or in England at the option of the subscriber, and arrangement should be made for such payment by the subscriber. In the case of Military Officer in Civil employ subscriptions on account of Indian Military Service Family Pension Fund will be deducted from the leave-salary of the officers concerned. Officers should see that the necessary deductions are made. Premiums and subscriptions on Postal Insurance policies and contracts for monthly allowances, subscriptions for the Uncovenanted Service Family Pension Fund, the General Family Pension Fund, and the Hindu Family Annuity Fund are not payable in England.

9. Subscriptions to the General Provident Fund may be paid by remittance in cash to the Audit office which audited his pay in his last post in the case of a Government servant on leave who draws his leave-salary from a Colonial Treasury, but when a subscriber draws his leave-salary from the Home Treasury of the Government of India, his subscription may be paid by deduction from such salary.

A Government servant who draws his leave-salary from the Home Treasury and who desires to subscribe during his leave or any part of it must notify his intention beforehand in order to allow of the deductions from his leave-salary being noted in his leave-salary certificate. Unless an extension of leave is granted, the option thus notified will be final.

10. Before departure on leave, a subscriber to the Indian Civil Service Provident Fund should intimate to the Account Officer of the province or department in which he is permanently employed, the amount which he desires to contribute monthly during his leave. A subscriber to the Bengal and Madras Service Family Pension Fund should communicate with the Accountant-General, Central Revenues; and a subscriber to any other fund with the Secretary of the fund concerned, informing him of the arrangement he proposes to make regarding the payment of his subscription during his absence.

11. Contributions due under the Indian Civil Service Family Pension Regulations must be paid in England in sterling. If a subscriber, previous to quitting India, has commenced the payment of any donation by instalments, he may either complete the payment of his donation in India before leaving or pay the remaining instalments in England at English rates. Subscribers to this fund will obtain, from the Audit Officer who audits his pay in his last post, a certificate of the date up to which they have paid their subscriptions.

12. *Report of arrival in the United Kingdom.*—When the Government servant arrives in the United Kingdom, he should at once report his arrival by letter to the High Commissioner for India, giving an address at which letters will find him, and he should forward his leave-salary certificate to the same authority on arrival or as soon as he receives it from India.

13. *Payment at the Home Treasury.*—The leave-salary of all Government servants is issued from the Home Treasury monthly in arrear on the first day

of each calendar month. They will be paid to the Government servant on his personal application, or to his banker or other agent, duly authorised under power-of-attorney, on production of a life certificate filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State or the High Commissioner against loss consequent on his dispensing with the production of such proof), or on presentation of a payment from comprising a receipt and a life certificate both duly completed by the Government servant. A supply of life certificate forms may be obtained from the High Commissioner on the Government servant's written application.

NOTE.—If the Government servant intimates to the High Commissioner his election of this method, he will be regularly supplied with the requisite payment form as the due date of issue approaches.

14. *Payment in a Colony.*—Payment of leave-salary will not be made by a Colonial authority unless the Government servant produces his copy of the warrant. Each payment made in the Colony will be endorsed upon the warrant.

When no space for the entry of endorsements of payment remains upon the back of the Colonial leave-salary warrant, or when a warrant is lost or destroyed, the Government servant concerned should make an application for a fresh warrant through the Colonial Disbursing Officer to the Audit Officer who issued the original warrant.

15. *Transfer of payment from one Colony to another.*—If the transfer from one Colony to another of payment of the leave-salary of a Government servant is sanctioned by the Colonial authorities, such transfer must be reported by the Government servant to the Governor-General in Council and to the High Commissioner.

16. *Transfer of payment from the Home Treasury to a Colony and vice versa.*—If a Government servant drawing his leave-salary in a Colony desires to transfer payment to the Home Treasury, he can do so on production of his warrant to the High Commissioner. If one drawing his leave-salary from the Home Treasury desires to transfer payment to a Colony, he must obtain a warrant from the High Commissioner. A transfer of this kind must be reported by the Government servant to the Governor-General in Council.

17. *Extension or commutation of leave.*—A Government servant absent on leave in Europe, North Africa, America or the West Indies who wishes to have his leave extended or commuted, must apply to the High Commissioner for India about three months before the expiry of his leave, and, unless the extension is desired on medical grounds, or is for a period of not more than 14 days, he must produce with his application evidence that the Government on whose cadre he is borne has been referred to by him and has no objection to the extension or commutation desired. It is in exceptional cases only that the High Commissioner will grant an extension without the production of such evidence and then for such period only as may be necessary to obtain the orders of the Government concerned, which will be sought by telegraph at the applicant's expense.

18. If on medical grounds a Government servant on leave in any of the localities named in paragraph 17 desires an extension for more than 14 days, he must satisfy the Medical Board at the India Office of the necessity for the extension. In order to do so, he must, as a general rule, appear at the India Office for examination by the Board, but in special cases, and particularly if he is residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the High Commissioner may be accepted if signed by two medical practitioners. A certificate obtained outside the United Kingdom and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners. If application for extension be delayed until the last two months of leave, advice of any extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the Government servant.

19. If a Government servant on leave in any of the localities named in paragraph 17 has been granted leave on medical certificate and desires an extension on grounds other than medical, he must satisfy the Medical Board as prescribed in paragraph 18 above that he has recovered his health. Any such extension without medical certificate will only be admissible if the extension was due at the time the original leave was granted.

In the case of a Commissioned Medical Officer the local Government will make a reference to the Director-General, Indian Medical Service, before granting the permission.

20. A Government servant on leave out of India elsewhere than in any of the localities named in paragraph 17, who wishes to have his leave extended or commuted must apply three months before the expiry of the leave to the authority in India which granted it.

21. If an application made under paragraph 20 above is for an extension of leave on medical certificate, it must be accompanied by a certificate from two medical practitioners in the following form:—

“ We hereby certify that we have carefully examined C. D. of the _____ who is suffering from _____ and we declare upon our honour that, according to the best of our judgment and belief, he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave, which will expire in India on _____ months _____ weeks shall be extended by _____ months _____ weeks

Date _____

Place _____

}

_____.”

The certificate must describe in full detail the nature of the disease and the present condition of the Government servant. If it be signed by foreigners it must be attested by consular or other authority as bearing the signatures of qualified medical practitioners.

22. An extension of leave will not be granted by the High Commissioner to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued unless he produces a certificate of leave (*vide* paragraph 7, *ante*).

23. Leave out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original leave was granted, and if the Government servant seeking commutation is certified, in the manner prescribed, to have recovered his health. When extension of the commuted furlough is applied for, the application must be supported by evidence that the Government servant's local Government consents to the extension of his leave.

24. A Government servant who remains absent after the end of his leave is entitled to no leave pay for the period of such absence unless his leave is extended by the local Government. Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of Fundamental Rule 15, which runs as follows:—

“ A Government servant shall not, save in the case of inefficiency or misbehaviour, be transferred substantively to a post carrying less pay than his relative position in the cadre of the service to which he belongs would justify.”

* 25. *Return from leave.*—A Government servant may not without the permission of the authority which granted him leave, return to duty more than fourteen days before the end of long leave. The rule applies to Military Officers subject to the Military Leave Rules. He must obtain permission to return to duty from the local Government.

26. A Government servant who is required to produce a medical certificate of fitness before returning to duty, must obtain permission to return to duty before so returning.

27. If the Government servant desiring to return is on leave in any of the localities named in paragraph 17, his application must be made to the High Commissioner and he must satisfy the Medical Board at the India Office of his fitness to return at least two months before the expiry of his leave. In order to do so, he must follow the procedure prescribed in paragraph 18 above. When the Medical Board has been satisfied, the High Commissioner will grant permission to return.

28. If the Government servant desiring to return is on leave out of India elsewhere than in the localities named in paragraph 17, his application must be made to the authority which granted his leave and must be accompanied by a certificate of fitness in the prescribed form.

29. Permission to return will not be granted to a Government servant to whom no leave-salary certificate or colonial leave-salary warrant has been issued, until he produces a certificate of leave.

30. *Last-pay certificate.*—Before returning to duty, a Government servant on leave in Europe must obtain a last-pay certificate from the High Commissioner and bring it with him to India and not leave it with his Home Agent as it will be required for presentation to the Audit Officer if it is desired to draw on arrival in India the advance which is permissible under paragraph 35. In such an event the English last-pay certificate should be with the Government servant as it facilitates his identification at the Audit Office and the advance has to be recorded on the certificate. A last-pay certificate will not be granted to a Government servant to whom no leave-salary certificate has been issued unless he produces a certificate of leave. A Government servant who has drawn his leave-salary on a warrant must, on return to India, deliver to the Audit Officer by whom the pay of the post which he will join will be audited, his copy of the warrant which will serve as a last-pay certificate.

31. *Procedure on return to duty.*—A gazetted Government servant must report his return to duty to the Government under which he is serving. A Chaplain must report his return to the Bishop of his Diocese also.

32. A Government servant is not entitled on his return from leave to resume, as a matter of course, the particular post he vacated before his departure on leave, even though that post may be his substantive post; he must report his return to duty and await orders.

NOTE.—Members of the Engineer or Upper Subordinate Establishment of the Public Works Department should, on arrival at the port of debarkation, report themselves personally to the Secretary in the Public Works Departments of Bengal, Madras, Bombay or Burma as the case may be, and ask for orders. If they return *via* Karachi, they should apply to the office of the Executive Engineer, Karachi Canals, for orders.

33. A Government servant may return to India by any port and his leave ends on the day preceding that on which the vessel arrives at the port where he last quits it. If, however, the leave from which he returns is of four months' duration or less, his leave ends on the day preceding that on which he takes charge of his duties, unless he takes charge in the afternoon when the leave terminates on and includes that day.

34. On return to duty, the last-pay certificate obtained from the High Commissioner should be exchanged for a last-pay certificate which the Audit office of the province to which he has been posted will furnish addressed to the treasury or office at which, after his return, the Government servant intends to draw his pay and allowances.

35. *Advances.*—A Government servant returning from leave out of India may be granted an advance of his leave-salary for the unexpired portion of his leave subject to a maximum of 35 days from the date of embarkation for India. On arrival in India an advance may, if he desires it, be paid to a Government servant by or under the order of the Audit office of the province.

to which he has been posted under Article 159 (b) of the Civil Account Code, Volume I.

To a Chaplain appointed before the 7th June 1923, who is proceeding on leave to England, an advance of three months' leave-salary may be made, provided that no part of the leave is on average pay. Such an advance is not recoverable in the event of the Chaplain's death.

To a Military officer subject to the Military Furlough Regulations of 1868 proceeding on furlough (not combined with privilege leave) to England, an advance of furlough pay may, if he desires it, be made for three months from the date of embarkation. Payments in continuation will be made in England on the expiration of four months from that date.

36. *Acceptance of service during leave.*—A Government servant is not permitted to take any service or accept any employment without obtaining the previous sanction of—

- (a) the Secretary of State, if the Government servant is residing in Europe, North Africa, America or the West Indies; or

A Civil Government servant on leave, who has received orders from the War Office or any other department of State in England to undertake any duty in the case of a national emergency, should obtain the permission of the Secretary of State before complying with such orders.

- (b) the Governor General in Council, or the authority competent to appoint him, if he is residing elsewhere.

37. *Hospital for Tropical Diseases, Endsleigh Gardens.*—Government servants from India in the United Kingdom suffering from Tropical Diseases are not always aware that, whether they are actually on leave on medical certificate or not, it may be to their advantage to appear before the Medical Board in order that the Board may advise them as to the best steps to take regarding such diseases.

Arrangements have been made for the diagnosis and preliminary treatment of the diseases at the Hospital for Tropical Diseases, Endsleigh Gardens, N. W. 1. A report is furnished to officers by the Hospital, which they can take with them to their own medical adviser, who can then carry out the treatment suggested. The expense of the Examination and preliminary treatment at the Hospital for Tropical Diseases is defrayed by the India Office.

To secure these advantages, however, a recommendation to the Hospital for Tropical Diseases by the Medical Board is necessary, and, therefore, Government servants who wish to avail themselves of this arrangement should apply to appear before the Medical Board of the India Office as soon as possible after arrival.

APPENDIX No. 9.

[Fundamental Rule 84.]

Study Leave Rules prescribed by the Secretary of State in Council.

(*Government of India, Finance Department, Resolution No. F.-20 (2)-C. S. R.—25, dated the 4th February 1925, as amended by Resolution No. F.-3-II-C. S. R.—26, dated 18th January 1926.*)

The Secretary of State in Council has been pleased to make certain changes in the Study Leave Rules prescribed by him in Council with reference to fundamental Rule 84 and published with the Resolution by the Government of India in the Finance Department, No. 1698—C. S. R., dated 25th September 1923. The rules as amended are published as an annexure to this Resolution.

2. The Secretary of State has also decided that extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed in Rule 2 of the Study Leave Rules.

Rules for the grant of additional leave to Government servants for the Study of Scientific, Technical or Similar Problems, or in order to undertake special Courses of Instruction.

The following rules relate to study leave only. They are not intended to meet the case of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merits under the provisions of Rules 50 and 51 of the Fundamental Rules. The rules apply to the Archaeological Department, the Public Health and Medical Research Departments (other than as regards officers of the Indian Medical Service to whom special rules apply), the Botanical Survey (including the officers of the Royal Botanic Garden, Calcutta), the Civil Veterinary Department, the Factory Department, the Geological Survey, the Agricultural Department, the Meteorological Department, the Railway Department (Traffic, Locomotive and Engineering Branches), the Telegraph Department, the Zoological Survey, the Education Department, the Public Works Department and the Forest Department (except in respect of continental tours, to which special rules apply). The rules also apply to Government servants selected for the Judicial Branch of the Indian Civil Service who are admitted to the benefit of the rules for the assistance of Government servants prosecuting legal studies at one of the Inns of Court, London, or the King's Inns, Dublin, for the period when they are reading in the Chambers of a practising Barrister in England, but in their case study leave should not ordinarily be granted after the twelfth year of service. The rules may be extended by the authorities empowered to sanction study leave under Rule 1 to any Government servant, including a Government servant of a Provincial Service, not belonging to any of the departments mentioned above, in whose case the sanctioning authority is of opinion that leave should be granted in the public interests to pursue a special course of study or investigation of a scientific or technical nature.

NOTE.—The extension of these rules to the Public Works and Railway Departments does not affect the existing rules under which Government servants are allowed to visit engineering works when on leave in Great Britain.

1. The powers granted by these Rules to the Government of India or to local Governments may be delegated by them to the High Commissioner for India, subject to any condition they may think fit to impose.

1A. Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. It may be granted to a Government servant of any of the departments named above by the Local Government or Chief Commissioner under whom he is serving, provided that when a Government servant borne permanently on the cadre of one province or department is serving temporarily in another province or department the grant of leave is subject to the conditions (a) that the sanctioning authority can make local arrangements to carry on his work in his absence, and (b) that the sanction of the province or department to which he is permanently attached is obtained before leave is given. Study leave should not ordinarily be granted to Government servants of less than five years' service or to Government servants within three years of the date at which they have the option of retiring, or, if they have the option of retiring after 20 years' service, within three years of the date at which they will complete 25 years' service. Nor should it be granted to Government servants who are about to retire on proportionate pension.

NOTE.—Departments of the Government of India may grant study leave to Government servants under their administrative control, subject to the restrictions which apply to the powers of a local Government.

2. The grant of study leave should be made with due regard to the exigencies of the public service. In no case should the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involve an absence of over 28 months from a Government servant's regular duties, or exceed two years in the whole period of a Government servant's service; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.

3. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

4. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in India to his taking it as ordinary leave.

5. Except as provided in Rule 6, all applications for study leave should be submitted with the audit officer's certificate to the Head of the Department through the prescribed channel and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein.

6. Government servants on leave in Europe or America, who wish to have part of it converted into study leave, should address the High Commissioner for India and should attach (1) a statement showing how they propose to spend the study leave, and (2) documentary evidence that their application for the particular course of study or examination proposed has the approval of the proper authorities in India. Similarly, Government servants on leave in Europe or America who desire to have it extended for purposes of

study, should address the High Commissioner, but in addition to the above requirements they must support their applications with documentary evidence of their having obtained the approval of the authorities concerned in India to their applying for an extension of leave.

7. A study allowance will be granted for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates as at present fixed are 12s. a day in the United Kingdom, 1l. a day on the continent of Europe, and 30s. a day in the United States of America. These rates are liable to revision. The rate to be granted to Government servants who take study leave in other countries, including India, will be specially considered by the Government of India or the Local Government in each case. In no case will subsistence allowance be granted in addition to study allowance and ordinarily travelling expenses will not be paid, but in exceptional cases claims will be considered on their merits by the Government of India or the Local Government.

8. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. In the case of a Government servant retiring from the service without returning to duty after a period of study leave the study allowance will be forfeited. If the Government servant is under civil leave rules the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be so converted will be excluded in reckoning service for pension.

9. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the Government of India or the Local Government will be prepared to consider proposals that such fees should be paid by Government.

10. On completion of a course of study a certificate on the proper form (which may be obtained from the High Commissioner), together with certificates of examinations passed or of special study, shall when the study leave has been taken in Europe or America, be forwarded to the High Commissioner. When the study leave has been taken in any other country certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the instructor, shall be forwarded to the authority which sanctioned the leave. In the case of a definite course of study at a recognised institution the study allowance will be payable by the High Commissioner or in India, as the case may be, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance. When the programme of study approved under Rule 5 does not include or does not consist entirely of such a course of study, the Government servant shall submit to the High Commissioner or to the authority in India which sanctioned his leave, as the case may be, a diary showing how his time has been spent, and a report indicating fully the nature of the methods and operations which have been studied, and including suggestions as to the possibility of applying such methods or operations to India. The sanctioning authority in India will decide whether the diary and report show that the time of the Government servant has been properly employed, and will determine accordingly for what period the study allowance referred to in Rule 7 may be granted.

11. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Government servant towards the maximum period admissible under the Fundamental Rules.

12. During study leave a Government servant will draw half average pay as defined in Rule 9 (2) of the Fundamental Rules, subject to the maxima and minima laid down in Rules 89 and 90, *ibid.* The rate of exchange prescribed by the Secretary of State in Council for the conversion of leave-salary (other than that admissible during the first four months of a period of leave on average pay) shall apply to study leave allowances. A Government servant may, subject to the approval of the proper authorities being obtained as required by Rules 5 or 6, undertake or commence a course of study during leave on average pay, and, subject to paragraphs 7 and 8, draw study allowance in respect thereof, provided that study allowance is not drawn for an aggregate period exceeding two years during the whole of a Government servant's service. This rule applies to military officers in civil employment taking leave under the Fundamental Rules.

13. On an application for study leave in Europe or America being sanctioned by the Government of Madras, Bombay or Bengal, the local Government should inform the High Commissioner of the particulars of the case. When such leave is sanctioned by any other local Government or Administration a report should be made to the Government of India, who will inform the High Commissioner. It will be necessary for the Government servant concerned to place himself in communication with the High Commissioner, who will arrange any details and issue any letters of introduction that may be required. In all cases in which study leave in any other country is sanctioned the particulars should be reported to the Government of India.

Government of India's decision.—With reference to Rule 12 of the Study Leave Rules issued with Resolution No. F.-20 (2)-C. S. R.—25, dated the 4th February-1925, the Government of India have decided that a military officer in civil employ taking study leave under military rules will draw the furlough pay admissible to him under those rules; if on combined leave he may be permitted to commence a course of study before the end of his privilege leave, and draw for such period the study allowance admissible under Rule 7 of the Study Leave Rules quoted above, without forfeiture of privilege leave allowances the full amount of study leave taken being, for all purposes of record and subsequent calculation of leave, post-dated as if it commenced at the end of the privilege leave.

(G. I. F. D. letter No. F.-20 (4)-C. S. R.—25, dated the 23rd March 1925.)

Audit Instruction.—The limit of 2 years of absence from an officer's regular duties prescribed in Rule 2 of the Study Leave Rules includes the period of vacation, if any, with which Study Leave and other leave may be combined.

[Para. 1 of A. I. Cir. No. 18, dated 15th Aug. 1924.]

APPENDIX No. 9A.

[Fundamental Rule 91 (4).]

List of British Dominions and Colonies in which leave-salary may be drawn in sterling.*(G. I. F. D. Res. No. F.-151-C. S. R.—24, dated 8th June 1926).*

With reference to Fundamental Rule 91, the Secretary of State for India in Council has prescribed that leave-salary may be drawn in sterling in the following British Dominions and Colonies:—

APPENDIX 15. (Referred to in Articles 862 and 966.)

<i>Dominion, Colony or Protectorate,</i>	<i>Designation of Paying Officer.</i>
<i>etc.</i>	
Australia, Commonwealth of	Secretary, Repatriation Commission, Melbourne.
Bahamas	Receiver-General, Nassau.
Barbados (and all other West Indian Islands except Jamaica).	Colonial Treasurer, Barbados.
Bermuda	Command Paymaster, Army Pay Office, Bermuda.
British Guiana	Colonial Secretary, Georgetown.
British Honduras	Treasurer, Belize.
Egypt*	Command Paymaster, Army Pay Office, Cairo.
Falkland Islands	Treasurer, Stanley.
Fiji	Colonial Treasurer, Suva.
Gambia	Treasurer, Bathurst.
Gibraltar	Command Paymaster, Army Pay Office, Gibraltar.
Gold Coast	Treasurer, Accra.
Jamaica	Command Paymaster, Army Pay Office, Jamaica.
Kenya	East African Representative, Ministry of Pensions, Nairobi, or Treasurer, Nairobi.
Malta	Command Paymaster, Army Pay Office, Malta.
Mauritius	Command Paymaster, Army Pay Office, Mauritius, or Colonial Secretary, Port Louis.
New Zealand	Commissioner of Pensions, Wellington.
Nigeria	Treasurer, Lagos.
Nyasaland	Treasurer, Nyasaland Protectorate, Zomba.
St. Helena	Colonial Treasurer, St. Helena.
Sierra Leone	Command Paymaster, Army Pay Office, Sierra Leone.
Somaliland	Treasurer, Somaliland Protectorate, Berbera.
South Rhodesia	Treasurer, Salisbury.
Tanganyika	Treasurer, Dar-es-Salaam.
Uganda	Treasurer, Entebbe.
Union of South Africa	Chief Pensions Officer, Pretoria.

NOTE.—An officer residing in Canada or Newfoundland takes payment from the Home Treasury, remittance being effected, under arrangements made by the India Office, through the Bank of Montreal.

* So long as a British Pay Office exists in Egypt.

APPENDIX No. 10.

[Fundamental Rule 103.]

Model terms for the grant of leave to Government officials engaged on contract as finally approved by the Secretary of State for India in Council.

(Government of India, Finance Department, letter No. F.-31-C.S.R.—24, dated the 11th October 1924 and No. F.-62-C.S.R.—26, dated 28th April 1926.)

1. Where the contract is for one year or less, no leave except on medical certificate (on average or half average pay), which would ordinarily be limited to two months reckoned in terms of leave on average pay.

2. Where the contract is for more than one year and less than three years, leave on average pay up to 1/11th of the period spent on duty, to which may be added on medical certificate leave on average or half average pay, provided that the total leave granted shall not exceed three months reckoned in terms of leave on average pay.

3. Where the contract is for three years or over, leave on average pay up to 1/11th of the period spent on duty, up to a maximum of four months at a time, to which may be added on medical certificate leave on average or half average pay up to a maximum of three months reckoned in terms of leave on average pay.

In the case of officers coming under Rules 2 and 3:—

- (a) Three months' extraordinary leave without pay may be granted in addition to the above, and
- (b) If the officer is in a Vacation Department, leave may only be granted in case of urgent necessity and if granted shall be on half average pay for a period not exceeding 1/11th of the period spent on duty in addition to any leave admissible on medical certificate. The officer may, however, be granted leave on leave-salary equivalent to average pay, to the extent of one month for each year on duty in which he has not availed himself of any part of a vacation.

In cases where—

- (a) the contract is for a longer term than 5 years, or
- (b) an original contract for 5 years is extended, or
- (c) on completion of his original contract of whatever term, a Government servant is taken into permanent employment,

the ordinary or special leave rules, as the case may be, as contained in the Fundamental Rules, will be made applicable.

Leave may be granted after the expiry of contract only where it has been applied for during the period of the contract and refused owing to the exigencies of the public service.

An officer whose services are dispensed with on grounds of ill-health shall be permitted to take all leave due to him before his service is terminated.

*(Government of India, Finance Department, letter No. F.-89-C.S.R.
—25, dated the 22nd April 1925.)*

The Secretary of State in Council has decided that the principle that leave may be granted after the expiry of contract where it has been applied for during the period of the contract and refused owing to the exigencies of the public service is applicable also to officers serving on contract at the time the model leave terms were promulgated.

*(Government of India, Finance Department, letter No. F.-19-C.S.R.
—25, dated the 16th June 1925.)*

The terms are intended to be applied in the case of Government servants engaged on contract in the United Kingdom or to those who, though residing in India at the time of engagement on contract, originally came out from the United Kingdom for employment in India.

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APPENDIX No. 11.

Orders issued by the Governor-General in Council under fundamental rule 114.

The Governor-General in Council is pleased to issue, under fundamental rule 114, the following orders regulating the amount of remuneration which may be sanctioned by a local Government for a Government servant transferred to foreign service in an Indian State:—

1. When the transfer of a Government servant to foreign service in an Indian State is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration, or enjoy any concession of pecuniary value, in addition to his pay proper, the exact nature of such remuneration or concession must be similarly specified. No Government servant will be permitted to receive any remuneration or enjoy any concession which is not so specified; and if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.
2. No order of transfer to foreign service shall be issued by a local Government without previous consultation with its Finance Department. It shall be open to that department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.
3. The following two general principles must be observed by local Governments in sanctioning the conditions of transfer:—
 - (a) The terms granted to the Government servant must not be such as to impose an unnecessarily heavy burden on the Indian State which employs him.
 - (b) The terms granted must not be so greatly in excess of the remuneration which the Government servant would receive in Government service as to render foreign service appreciably more attractive than Government service.
4. Provided that the two principles laid down in paragraph 3 above are observed, a local Government may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course, but in those cases only in which the local Government considers that circumstances justify their grant:—
 - (a) The payment of contributions toward leave-salary and pension under the ordinary rules regulating such contributions.
 - (b) The grant of travelling allowance under the ordinary travelling allowance rules of the local Government or under the local rules of the Darbar, and of permanent travelling allowance, conveyance allowance and horse allowance.
 - (c) The use of State tents, boats and transport on tour; provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible.

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- (d) The grant of free residential accommodation, which may be furnished, in cases in which the local Government considers this to be desirable, on such scale as may seem proper to the Local Government.
- (e) The use of State motors, carriages and animals.
5. The grant of any concession not specified in paragraph 4 above requires the sanction of the Governor-General in Council.

[G. I. F. D. No. 1360-E. B., dated 10th Dec. 1921.]

APPENDIX. No. 12.

Memorandum Explanatory of each rule contained in the Supplementary Rules.

Rule 1.—This sets forth the extent of application of the rules, and calls for little explanation. It may be mentioned,* however, that Government servants who are under the administrative control of a Governor in Council acting as the agent of the Governor General in Council will be bound by such supplementary rules as the Governor in Council may make under the fundamental rules. They will be regarded as under his administrative control for the purposes of fundamental rule 4.

Rule 2.—

Clause (1).—The definition in this clause is taken without change, other than verbal, from Article 13 of the Civil Service Regulations.

Clause (2).—This is a new definition, introduced for the purpose of rule 292.

Clause (3).—This new definition replaces that of Article 15, Civil Service Regulations, in view of the more definite responsibility for audit placed upon the Auditor General by the rules made under section 96D of the Government of India Act.

Clause (4).—The definition of “camp equipage” is taken unchanged from Article 19, Civil Service Regulations.

Clause (5).—This definition also is taken without change, other than verbal, from Article 19, Civil Service Regulations.

Clause (6).—This is a new definition, inserted for drafting purposes to facilitate the indication, in the body of the rules, of powers which may possibly be delegated.

Clause (7).—The only respect in which this definition differs from that contained in Article 23, Civil Service Regulations, is its inclusion of the words “for all purposes.” These have been inserted to make it quite plain that the definition is applicable to the word “day” as used in *all* rules, including such rules as 61, 74 (c), 82 (b) (ii) and 185 (a).

Clause (8).—The definition of “family” is taken from Article 25, as modified by rule 4 under Article 1094A, Civil Service Regulations. The limitation to one wife follows an existing ruling of the Government of India.

Clause (9).—The definition of “Finance Department” is included for drafting purposes only.

Clause (10).—This definition replaces the cumbrous wording of Article 29A, Civil Service Regulations, and leaves it to the Government of India to prescribe a new list of heads of departments.

Clause (11).—This is a new definition, required for the purposes of rules 61 and 127-129.

Clause (12).—This also is a new definition, inserted for the purpose of such rules as those contained in Division IX of the rules.

Clause (13).—This definition replaces that contained in Article 396, Civil Service Regulations. With the new wording, a list on the lines of Part I of Appendix 7-A to the Civil Service Regulations will still be necessary; but Part II of the Appendix will, it is hoped, become unnecessary.

Clause (14).—This is a new definition, inserted for the purposes of rules 236-237.

Clause (15).—This is a new definition, inserted for the purpose of rule 291.

Clause (16) is the definition of Article 44^o, Civil Service Regulations, with the omission of the examples contained in that article.

Clause (17).—See note on clause (13) above.

Clause (18).—This is a new definition. It may be noted that the “change of headquarters” contemplated by sub-clause (b) of the clause is a real change. Movement with the headquarters of a Government from a plains to a hill station is not a transfer.

Rule 3.—This repeats, with slight changes in wording, the certificate now contained in Article 49, Civil Service Regulations.

Rule 4.—The main portion of this rule follows Article 49, Civil Service Regulations, in prescribing particular officers who may sign a medical certificate. Proviso (1) is taken from the note under Article 50, and proviso (2) follows the principle laid down in the second part of that article.

Rule 5.—This repeats the principle which now appears in Article 62 (c) (i) of the Civil Service Regulations.

Rule 6.—This rule replaces the rather complicated rules which are now scattered over Articles 62, 267 and 268 of the Civil Service Regulations. The regulations have been somewhat liberalised.

Rule 7.—The portion of this rule which governs drawal on leave is taken unchanged from Article 268 (a), Civil Service Regulations. The portion governing drawal during temporary transfer is an extension of the concession made by Article 62 (b).

Rule 8 reproduces the substance of a portion of note 3 under Article 62, Civil Service Regulations.

Rule 9 is an introductory rule only.

Rule 10 sets forth a general principle which underlies the existing rules on the subject.

Rule 11 contains the general principle underlying Article 72 (c), Civil Service Regulations.

Rule 12 contains the substance of provisos (1) and (2) of Article 74 (a), Civil Service Regulations.

Rule 13 contains the substance of Article 74 (b), Civil Service Regulations.

Rule 14 repeats the principle of note 1 to Article 74, Civil Service Regulations.

Rules 15 and 16 apply to all classes of Government servants the general principles underlying paragraph 156 of the Public Works Department Code.

Rule 17.—This is a re-draft of Article 1002 of the Civil Service Regulations. The following changes require special mention :—

- (a) The word “grade” has been substituted for “class” in order to avoid the existing confusion between a class of railway or steamer accommodation and a class of officer.
- (b) The reference to maximum pay has been omitted, as it has already been held not to apply to Government servants on time-scales of pay, while progressive pay ceased to exist with the introduction of the fundamental rules. The note under the rule safeguards the interests of present holders of posts on progressive pay.
- (c) All special classifications on grounds other than those based on pay and all special concessions have been omitted from the rule and left to be treated as orders issued under rule 18.

Rule 18.—This rule has been inserted to cover the special classifications now made in Article 1002 and Appendix 18 of the Civil Service Regulations.

Rule 19 contains the substance of Article 1007, Civil Service Regulations, with changes in wording to suit the wording of the fundamental rules.

Rule 20 contains the substance of Article 1005, with “competent authority” substituted for “Local Government,” and the proviso omitted because it states an obvious fact. The insertion of the condition, that the grade should be fixed with due regard to the Government servant’s status, is necessary for the reason stated in the note on rule 18.

Rule 21.—The first part states a fact which is not explicitly set forth in the Civil Service Regulations. The second part is taken from the note under the heading of Chapter LII, Civil Service Regulations.

Rule 22.—The second part of this rule is taken from the first part of Article 1044, Civil Service Regulations. The first part provides for a definite power to grant permanent travelling allowances in certain circumstances.

Rule 23 is taken from the first part of Article 1047, Civil Service Regulations, with an addition to provide for the new conditions introduced by supplementary rule 6.

Rule 24 contains the substance of that part of Article 1009, Civil Service Regulations, which concerns permanent travelling allowance.

Rule 25 contains the substance of Article 1074, Civil Service Regulations, with the addition of a definite provision for the power of sanctioning conveyance allowances.

Rule 26.—The substantive portion of this rule is taken from Article 1076 (a), Civil Service Regulations. The proviso is intended to cover the restrictions which are ordinarily imposed upon Government servants drawing motor-car allowances.

Rule 27.—The first part of this rule is taken from Article 1076 (b), Civil Service Regulations. The second part provides for the new conditions introduced by supplementary rule 6.

Rule 28 reproduces the substance of Article 1078, Civil Service Regulations, with an increase in the maximum rates of allowance admissible to suit changed conditions of travelling.

Rule 29 contains a definition which is not actually laid down in the Civil Service Regulations.

Rule 30 is reproduced from Article 996, Civil Service Regulations.

Rule 31 contains the substance of Article 997, Civil Service Regulations, with "competent authority" substituted for the authorities to whom power is actually delegated by that article.

Rule 32 follows the lines of Article 998, Civil Service Regulations.

Rule 33 is a new rule, introductory to the following sub-sections of the rules.

Rule 34 contains the substance of Article 1011, Civil Service Regulations, re-arranged and re-worded in places, with notes 1 and 4 under that article.

Rule 35 is a general rule which will cover all the exceptions and concessions under Article 1011, Civil Service Regulations.

Rule 36 is reproduced from Article 1012, Civil Service Regulations.

Rule 37 contains the substance of note 2 under Article 1011, Civil Service Regulations.

Rule 38 contains the substance of note 3 under Article 1011, Civil Service Regulations.

Rule 39 contains a saving reference to rule 84.

Rule 40 is Article 1016, Civil Service Regulations, re-arranged.

Rule 41 is taken from Article 1017, Civil Service Regulations, with the omission of the double daily allowance given to a Government servant of the fourth grade, which is taken to its proper place, as a daily allowance, in rule 58. The second paragraph of the rule incorporates a recent ruling of the Government of India.

Rule 42 contains the substance of Article 1020, Civil Service Regulations.

Rule 43 is taken from Article 1031, Civil Service Regulations.

Rule 44 is an expanded version of Article 1028, Civil Service Regulations.

• *Rule 45* is Article 1033, Civil Service Regulations, re-worded.

Rule 46.—Clause (a) is reproduced from Article 1034, Civil Service Regulations. Clause (b) contains the substance of a recent order of the Government of India.

Rule 47 is intended to cover exceptions such as those set forth in Article 1036, Civil Service Regulations.

Rule 48 is reproduced from Article 1035, Civil Service Regulations.

Rule 49 is a new definition, based mainly upon the wording of Article 1052 (a), Civil Service Regulations.

Rule 50 states a general principle underlying Article 1052, Civil Service Regulations.

Rule 51.—Clause (a) of this rule repeats the substance of Article 1063, Civil Service Regulations, and the note under the rule safeguards the interests of present holders of posts on progressive pay. Clause (b) contains the substance of a recent order of the Government of India.

Rule 52 covers the exceptions under Articles 1063 and 1064, Civil Service Regulations. The condition is inserted for the reason stated in the note on rule 18.

Rule 53 is a new rule which makes plain an existing fact which is not specifically stated in the Civil Service Regulations.

Rule 54 also is a new rule which requires no explanation.

Rule 55 embodies the principle underlying Article 1021, as well as part of Article 995, Civil Service Regulations.

Rule 56 contains the substance of Articles 1139 and 1140, Civil Service Regulations. The conditions on which concessions may be given are not specified in the rule. They will be specified in the orders of delegation in case any delegation is made.

Rule 57 is reproduced from Article 1037 (a), Civil Service Regulations.

Rule 58.—The main portion of this rule has been taken out of Article 1017, Civil Service Regulations, in which the double daily allowance was incorrectly classed as mileage allowance. The rule has been amplified to make it clear that more than double daily allowance may not in any circumstances be drawn. This point was left in uncertainty by the wording of the Civil Service Regulations.

Rule 59 contains the substance of Article 1160, Civil Service Regulations.

Rule 60 replaces the first part of Article 1041, Civil Service Regulations, with the substitution of "sphere of duty" for "limits of ordinary jurisdiction," which was hardly appropriate in a rule which deals with menials as well as higher classes of Government servants.

Rule 61.—This definition of "tour" is based upon Article 1038 of the Civil Service Regulations. The note under the rule is taken from exception 1 under Article 1055.

Rule 62 is a new rule, which calls for no explanation.

Rule 63 is based upon the second part of Article 1041, Civil Service Regulations.

Rule 64 contains the substance of Article 1039, Civil Service Regulations. Appendix 20 will be replaced by lists of Government servants in whose case declarations have been made under this rule, which will be maintained by audit officers.

Rule 65 sets forth, rather more fully, a statement of fact which is now contained in Article 1038, Civil Service Regulations.

Rule 66 contains the substance of Article 1042, Civil Service Regulations.

Rule 67 is taken from Articles 1044 and 1045, Civil Service Regulations.

Rule 68 is Article 1046, Civil Service Regulations, as altered by a recent decision of the Government of India.

Rule 69 is a new rule, which states a principle which underlies the rules in the Civil Service Regulations.

Rule 70 reproduces part of Article 1052, Civil Service Regulations, and the whole of Article 1053. The last part of the rule settles a vexed point in the light of actual practice. The question is whether, when a Government

servant travels from his headquarters, A, to a point B, and thence passes by railway back through A to another point C, the journey from the original departure from A until the final return to A from C is all one journey. Under the new rule, one journey will end and another begin when the Government servant passes through A on his way to C.

Rule 71 contains the substance of the first part of Article 1055, Civil Service Regulations.

Rule 72 is taken from Article 1052 (a), Civil Service Regulations.

Rule 73 reproduces the substance of Article 1056, Civil Service Regulations. It is not considered necessary to reproduce in the rule the example contained in the last paragraph of the Article, which is covered by the general provision "on such conditions as it thinks fit."

Rule 74 reproduces the substance of Article 1057, Civil Service Regulations.

Rule 75 contains the substance of Article 1066, Civil Service Regulations. The limitation to the case of Government servants whose pay does not exceed Rs. 200 is reproduced as a condition of delegation in Appendix III.

Rule 76—

Clause (a) of this rule contains the substance of Article 1065 (i) and (ii), Civil Service Regulations, and of rule 2 under them, with the omission of the reference to a non-gazetted ministerial or menial servant, which is taken into rule 77.

The proviso and note under the clause incorporate the substance of certain rulings of the Government of India which now appear in provincial supplements only.

Clause (b) contains the substance of Article 1065 (iii) (1), Civil Service Regulations, and of the note under it. The proviso in the note is not repeated, as it is considered that a road journey cannot be said to be "combined" with a rail or steamer journey unless it is made in direct continuation of it.

Rule 77 repeats part of Article 1065 (ii), Civil Service Regulations, and rule 1 under that article.

Rule 78.— •

In this rule are collected the various provisions relating to the travelling allowance drawn on tour by Government servants in inferior service.

Clause (a) of the rule is taken from Article 1073, Civil Service Regulations.

Clause (b) makes a reference to the concessions allowed by rule 58.

Clause (c) covers the concession given by Article 1065 (ii), Civil Service Regulations.

Clause (d) covers the relevant portion of Article 1065 (iii), Civil Service Regulations.

Rule 79 reproduces the substance of Article 1061 (a), Civil Service Regulations.

Rule 80 repeats the substance of Article 1062, Civil Service Regulations.

Rule 81.— *Clause (a)* is Article 1000 of the Civil Service Regulations, and *clause (b)* is Article 1001 with slight changes in wording.

Rule 82 is a re-arrangement of Article 1067, Civil Service Regulations.

Rule 83 is a re-arrangement of rule 1 under Article 1067, Civil Service Regulations.

Rule 84.— This is Article 1015, Civil Service Regulations, re-arranged and re-worded in places. The "Consulting Engineer's Department" is changed to "Government Inspectors' Department" in view of a change of nomenclature. Exception (i) under *clause (b)* of the rule is taken from the footnote on page 290 of the Civil Service Regulations. Exception (ii) reproduces *clause (c) (i)* of Article 1015, with the addition of two provisos designed to remove existing anomalies. Exception (iii) is *clause (c) (ii)* and exception (iv) *clause (c) (iii)* of the article.

Rule 85 reproduces the substance of Articles 1068 and 1069, with a change of titles to represent existing nomenclature.

Rule 86 contains the substance of Article 1072 (a), Civil Service Regulations.

Rule 87 is a re-arrangement of Article 1070 (a), Civil Service Regulations. The table in that article is not reproduced in the rule, but will be treated as prescribed by the Governor General in Council under the rule.

Rule 88 repeats the substance of Article 1071, Civil Service Regulations.

Rule 89 provides for the cases now shown in Appendix 27 of the Civil Service Regulations. The entries in that schedule which concern Government servants subordinate to the Governor General in Council will be treated as covered by orders made by the Governor General in Council, as a competent authority, under this rule.

Rule 90 repeats the provisions of the latter part of Article 1055, with an obviously equitable extension to cover the cost of journeys by all kinds of public conveyance.

Rule 91 combines the provisions of Articles 1054 and 1059, Civil Service Regulations.

Rules 92 and 93 are taken from Article 1158 and a recent re-draft of Appendix 30 to the Civil Service Regulations.

Rule 94 is taken from rule 7 of Part I of Appendix 30.

Rule 95 is taken from Article 1145, Civil Service Regulations, as recently re-drafted to become a part of Appendix 30.

Rule 97 reproduces the latter part of Article 1145, Civil Service Regulations.

Rule 97 reproduces the latter part of Article 1145, Civil Service Regulations.

Rules 98 and 99 contain the substance of Article 1148, Civil Service Regulations, as recently revised.

Rule 100 is reproduced from rule 1 (a) of Part II of Appendix 30 to the Civil Service Regulations.

Rule 101.—Part III of Appendix 30 contains varying rules for different officers who are entitled to reserve compartments. This rule replaces these varying conditions by one uniform condition, based upon that now applicable, among others, to Secretaries to the Government of India.

Rule 102.—This is a new rule, but it sets forth an existing concession.

Rule 103 covers a concession now given by rule 1 (d) of Part III of Appendix 30 to the Civil Service Regulations.

Rule 104 is a new rule which embodies an existing practice.

Rules 105 and 106 embody the principles underlying Article 1083, Civil Service Regulations.

Rule 107 is reproduced from Article 1084, Civil Service Regulations.

Rule 108 is taken from Article 1085, Civil Service Regulations, with an addition to make it clear that the rule applies to journeys in Indian waters only.

Rule 109 contains the relevant portion of Article 1086, Civil Service Regulations.

Rule 110 is taken from rule 8 of Part I of Appendix 30 to the Civil Service Regulations.

Rule 111 sets forth, in simpler terms, the real principle underlying Article 1093, Civil Service Regulations.

Rule 112 sets forth specifically a condition which underlies the existing rules, though it is not expressly stated in the Civil Service Regulations.

Rule 113 applies to cases of first appointment generally a principle which is specifically laid down for one case in Article 1083, Civil Service Regulations.

Rule 114 contains the substance of the first part of Article 1094 and of Article 1100 of the Civil Service Regulations. An extension has been made to allow, in special cases, the grant of travelling allowance to a Government servant transferred at his own request.

Rule 115 combines part of Article 1094 with Article 1101, Civil Service Regulations.

Rule 116 contains a rearrangement of the main provisions of Article 1094, Civil Service Regulations. The second part of clause (b) (iii) of the rule embodies a recent decision of the Government of India.

Rule 117 is taken from rule 8 of Part I of Appendix 30 to the Civil Service Regulations.

Rule 118 is taken from rule 1 (ii) of Part II of Appendix 30, as interpreted by the Government of India.

Rule 119 is reproduced from Article 1095, read with Article 1067, Civil Service Regulations, with an addition to cover an existing concession to families.

Rule 120 is reproduced from Article 1096, Civil Service Regulations.

Rule 121 contains the relevant portion of Article 1098A, Civil Service Regulations.

Rule 122 is reproduced from Article 1094 (F), Civil Service Regulations.

Rule 123 is Article 1103, Civil Service Regulations, re-worded.

Rule 124 takes the place of Article 1104, Civil Service Regulations. It is intended to cover three different cases:—

- (a) Where short leave is sanctioned for a Government servant after he has received orders of transfer, but before he has left his old station.
- (b) Where short leave is sanctioned for a Government servant while he is actually in transit from the old station to the new.
- (c) Where a Government servant is transferred while he is actually on short leave.

In all these cases he will be permitted, as at present, to draw full travelling allowance under this section of the rules.

Rule 125.—This rule is taken from Article 1106, Civil Service Regulations, with an extension to all kinds of leave of a concession allowed by the article in the case of leave on medical certificate only. This rule will allow a Government servant travelling allowance for himself and family for the part of the journey already accomplished. Under rule 126 he will recover the cost of transporting his kit also to the new station.

Rule 126 is reproduced from Article 1107, Civil Service Regulations.

Rule 127 is Article 1110, Civil Service Regulations.

Rule 128 combines the provisions, other than audit instructions, which are contained in Articles 1114 and 1115, Civil Service Regulations.

Rule 129 is Article 1112, with the important difference that it omits the reference to the establishment accompanying an officer to a hill station. It has been decided to treat such establishments in future, for the purposes of rule 128, as required to travel to the hill station on duty.

Rule 130 combines, with some changes of wording to meet changed conditions, the relevant part of Articles 1116, 1117 and 1118, Civil Service Regulations.

Rule 131 is reproduced from Article 1119, Civil Service Regulations.

Rule 132 covers the note under Article 1116, with an extension to cover the case of any non-compulsory examination.

Rule 133 contains a condition which underlies the existing rules, though it is not specifically mentioned in them.

Rules 134 and 135 are taken from Article 1121, Civil Service Regulations.

Rule 136 is reproduced from rule 8 of Part I of Appendix 30 to the Civil Service Regulations.

Rule 137 reproduces the substance of Article 1122, Civil Service Regulations.

Rule 138 reproduces the substance of Article 1123, Civil Service Regulations.

Rule 139 reproduces the substance of Article 1124, Civil Service Regulations.

Rule 140 is reproduced from Article 1128, Civil Service Regulations.

Rule 141 covers a concession sanctioned in October 1920, which has not as yet been incorporated in the Civil Service Regulations.

Rule 142.—*Clause (a)* is reproduced from Article 1127, Civil Service Regulations, with the omission of the reference to free passages, for which provision has been made in the fundamental rules themselves. *Clause (b)* has been inserted to bar a double claim to travelling allowance under two different rules for the same journey.

Rule 143 is taken from rule 2 under Article 1127, Civil Service Regulations. As a result of a recent revision, rule 2 has been inadvertently so worded as to extend the privilege in question to Government servants other than the non-gazetted servants to whom the old Article 1098 (now cancelled) applied; but this was not the intention, and the new rule has therefore been so drafted as to restore the old restriction.

Rule 144 is taken from Appendix 6A of the Civil Service Regulations.

Rule 145 is taken from paragraph 3 of the same appendix.

Rules 146 and 147 reproduce the substance of Article 1121, Civil Service Regulations, with the usual substitution of "competent authority" for "Government of India" and "provincial Government."

Rule 148 is taken from rule 8 of Part I of Appendix 30 to the Civil Service Regulations.

Rule 149 contains the relevant portion of Article 1128, Civil Service Regulations.

Rule 150 is reproduced from Article 1129, Civil Service Regulations.

Rule 151 contains the substance of Article 1131A, Civil Service Regulations, with an alteration to suit changed nomenclature.

Rule 152 contains the substance of Article 1132, Civil Service Regulations, with an extension to cover the case of a temporary *employé* who desires, on the termination of his employment, to travel to a place other than that at which he was recruited.

Rule 153 states a principle which underlies the rules in the Civil Service Regulations, though it is not specifically enunciated in them.

Rule 154 contains the substance of Article 1133, Civil Service Regulations, with the omission of the special treatment accorded, by note 1 under the article, to Government servants on pay not exceeding Rs. 10. Hereafter, such Government servants will be subject to the ordinary rules.

Rule 155 contains the substance of Article 1134, Civil Service Regulations.

Rule 156 repeats the substance of Article 1136, Civil Service Regulations.

Rule 157 is taken from the note under Article 1136, Civil Service Regulations.

Rule 158 contains the substance of Article 1137, Civil Service Regulations, with the substitution of "controlling officer" for the vague term "superior authority", and the omission of the administrative instructions in the latter part of the article.

Rule 159 is Article 1137B, Civil Service Regulations.

Rule 160 contains the substance of Article 1138, Civil Service Regulations.

Rule 161 is taken from the note under Article 1136, Civil Service Regulations.

Rule 163 asserts a principle which underlies the rules in the Civil Service Regulations, though it is not specifically enunciated in them.

Rule 163 contains the substance of Article 1137A., Civil Service Regulations, with the addition of specific provision for the case of an attendant who is not a Government servant.

Rule 164 contains the substance of Article 1138A, Civil Service Regulations, with a proviso laying down a condition which really underlies the rules in the article.

Rule 165 is Article 1138B (2), Civil Service Regulations, re-worded.

Rule 166 enumerates the cases in which the Secretary of State has sanctioned the construction of special railway accommodation for such high officials of Government as are subject to these rules.

Rule 167 states a general sanction given by the Governor General in Council under the principle stated in rule 168.

Rule 168.—With the revision of the main audit resolution, the Governor General in Council has now full power to grant to any Government servant the right to reserve by requisition any available class of railway accommodation. This rule states this fact in connection with inspection carriages, and enumerates the cases in which the right to reserve such a carriage has been conceded.

Rule 169.—This rule similarly enumerates the cases in which the right to reserve a first class carriage of two compartments has been conceded.

Rule 170.—This rule brings up to date Part III of Appendix 30 to the Civil Service Regulations. Several officers have been added; nomenclature has been corrected in several cases; and the general restriction based on the time or duration of the journey, which is at present applicable to the Educational and Sanitary Commissioners only, has been extended to all the officers concerned. It may be mentioned here, though not strictly relevant to the question of journeys by railway, that the concession of a reserved cabin to Secretaries to the Government of India travelling by steamer, which now figures in paragraph 1 (b) (ii) of Part III of the Appendix, has been intentionally omitted.

Rule 171 extends to all officers enumerated in rules 168 and 169 a condition which at present applies to the Director, Intelligence Bureau, only.

Rule 172 leaves to be prescribed by the Railway Board the procedure to be followed in requisitioning accommodation, which is now laid down in Part I of Appendix 30 to the Civil Service Regulations.

Rule 173 is taken from rule 2 of Part I of Appendix 30, Civil Service Regulations.

Rule 174 leaves to be prescribed by the Railway Board the contents of Part IV of Appendix 30.

Rule 175 is a new rule, which requires no explanation.

Rule 176 reproduces the substance of Article 1013, Civil Service Regulations, and the notes under it.

Rule 177 is taken out of Article 1044, Civil Service Regulations.

Rule 178 is reproduced from Article 1014, Civil Service Regulations.

Rule 179 repeats a ruling of the Government of India, which has not yet been incorporated in the Civil Service Regulations.

Rule 180 reproduces the substance of Article 1029, Civil Service Regulations.

Rule 181 reproduces the substance of Article 1017A, Civil Service Regulations, with the addition of a ruling of the Government of India which has not been incorporated in the Regulations.

Rule 182 reproduces the substance of Article 999 (1) of the Civil Service Regulations.

Rule 183 is clause (2) of Article 999, Civil Service Regulations, with the usual substitution of "competent authority" for "Local Government" and "head of an imperial department."

Rule 184 covers the exceptions now set forth in clauses (b), (d) and (e) of Article 999A, Civil Service Regulations. Those exceptions will be treated as made by declaration of the Governor General in Council under this rule.

Rule 185 contains the substance of clause (a) of Article 999A, Civil Service Regulations.

Rule 186 is taken from the note under Article 999 (1), Civil Service Regulations. The reference to a motor-car supplied by a local fund has been intentionally omitted.

Rule 187 is a new rule which requires no explanation.

Rule 188 contains the substance of Article 1138B (1), Civil Service Regulations, with an increase of daily allowance from Rs. 2 to Rs. 4½.

Rule 189 contains the substance of Article 1003, Civil Service Regulations, re-worded in places, with an increase of daily allowance from Rs. 3 to Rs. 4½.

Rule 190 is reproduced from Article 1004, Civil Service Regulations.

Rule 191 is taken from the second part of Article 1159, Civil Service Regulations, with an amplification to cover an existing practice.

Rule 192 is taken from the first part of Article 1159, Civil Service Regulations, with an extension of the principle involved to cover travelling allowances on all classes of journey and not on tour only.

Rule 193 reproduces Article 1160, Civil Service Regulations.

Rule 194 is taken from Article 1162, Civil Service Regulations. The exceptions in the article will be covered by rules of delegation.

Rule 195 is Article 1161 of the Civil Service Regulations, somewhat amplified.

Rule 196.—This replaces Article 815, Civil Service Regulations. Audit best knows what particulars are required, and has therefore been left to prescribe them.

Rule 197 reproduces the greater part of Article 816, Civil Service Regulations, though a small portion of the article has been taken into rule 199. The form of service book has been left to be settled by audit, as the record is required almost entirely for pension purposes.

Of the exceptions under Article 816, numbers (2), (3A), (5) and (6) have been omitted from the rule, as they refer to establishments under provincial control.

Rule 198 contains the greater part of Article 818, Civil Service Regulations, with the omission of its last sentence, which has been taken into rule 199.

Rule 199 contains the substance of part of Article 818 and part of Article 818, Civil Service Regulations.

Rule 200 repeats the substance of Article 821, Civil Service Regulations

Rule 201 repeats the substance of Article 820, Civil Service Regulations, with a delegation to heads of departments of the power conferred by the article upon Local Governments.

Rule 202 contains the necessary part of Article 819, Civil Service Regulations.

Rule 203 is re-drafted from Article 822, Civil Service Regulations. Rule 2 under the article is not reproduced, in view of the fact that rule 2 (3) leaves it to the Auditor General to prescribe the "audit officers" who will make the necessary entries. The distinction between foreign service of the first and second kind is also dropped, since the fundamental rules contemplate one kind only of foreign service.

Rule 204 is Article 823, Civil Service Regulations, re-arranged.

Rule 205 contains the substance of Article 817, Civil Service Regulations. The last sentence of that article, as also the whole of Article 824, has been omitted, and will eventually be taken to its proper place in the pension rules.

Rule 206 reproduces clause (b) of Article 841, of the Civil Service Regulations, with an addition to cover the case of special disability leave, the grant of which is reserved to the Governor General in Council, as a Local Government, under fundamental rules 6 (b) and 83.

Rule 207 is taken from Article 841 (a) and (d), Civil Service Regulations.

Rule 208 covers the power of delegation given by Article 841 (c), Civil Service Regulations.

Rule 209 is a re-arrangement of the latter part of the first paragraph of Article 220, Civil Service Regulations. The re-draft includes the result of a number of decisions and rulings of the Government of India on points which are left doubtful by the wording of the old rule.

Rule 210 contains the substance of the exception in proviso (ii) to the first paragraph of Article 220, with "competent authority" substituted, as usual, for "Local Government."

Rule 211 contains the substance of the second and third paragraphs of Article 220; the general exception at the beginning of the rule taking the place of the third paragraph.

Rule 212 prescribes a simple form of medical certificate of fitness to return to duty.

Rule 213 is based on the general principles underlying Articles 831 and 833, Civil Service Regulations.

Rule 214.—This is a new rule. The form of leave account has been prescribed in the Auditor General's leave procedure rules.

Rule 215.—A new rule, laying down the responsibility for maintaining leave accounts.

Rule 216 is slightly altered from the wording of Article 825, Civil Service Regulations. Appendix II to these rules defines the term "competent authority" for the purpose of fundamental rule 66 and thus specifies the authorities who may grant leave. These are clearly the authorities to whom applications for leave should be made.

Rule 217 contains the general rule underlying Article 849, Civil Service Regulations.

Rule 218 contains the substance of clause (a) of Article 861, Civil Service Regulations.

Rule 219 is taken from Article 781, Civil Service Regulations.

Rule 220 repeats the substance of Article 827A, Civil Service Regulations.

Rule 221 repeats the substance of Article 827B, Civil Service Regulations.

Rule 222 is taken from Article 828, Civil Service Regulations. The provision that the certificate must accompany the application, which appears in that article, has been omitted. It is not really required for this purpose. The original certificate is merely a preliminary to examination by a medical board, and it is the certificate of the board which actually qualifies the applicant for leave. An addition has been made to the rule to indicate that the statement of the case, to which the new rule refers, must be prepared by the officer granting the original certificate; and that the Local Government, whose medical board will sit on the case, will prescribe the form of the statement.

Rule 223 is the first part of Article 829, Civil Service Regulations, with some changes in wording. The only material change is the substitution for "the seat of the Government under which he is serving" of "the headquarters of the province in which the Government servant is serving." From the old wording it would literally follow that an *employé* of the Post Office Department serving in the Bombay Presidency would appear before a medical board in Delhi or Simla and not in Bombay; and this is not intended.

Rule 224 contains the second portion of Article 829, Civil Service Regulations.

Rule 225 is taken from Article 830, Civil Service Regulations, with the addition of the form of certificate from Article 325.

Rule 226 is Article 831, Civil Service Regulations, with unimportant changes of wording.

Rule 227 contains the substance of Article 832, Civil Service Regulations.

Rule 228 contains the substance of Article 833, Civil Service Regulations, with an addition at the end on the lines of Article 832.

Rule 229 is the latter part of Article 834, Civil Service Regulations.

Rule 230 is the former part of Article 834, Civil Service Regulations.

Rule 231 is a new rule, laying down what is the actual practice at present, though it is not now prescribed in any rule of the Civil Service Regulations.

Rule 232 is taken from Article 303, Civil Service Regulations, as revised in connection with the simplification of the leave rules.

Rule 233 contains the substance of the note under Article 827A, Civil Service Regulations. The only point in the re-draft calling for special notice is the classification of the leave which may be granted under clause (c) of the rule as leave not exceeding six months "as debited against the leave account." Under the old rules, a Government servant could be given privilege leave *plus* commuted furlough, if these were due to him, up to a total of six months, and this was equivalent to "leave for six months as debited against the leave account." If, however, he had nothing but ordinary furlough due to him, he could get six months only of such furlough. The revised wording involves, therefore, in certain cases an enhanced concession.

Rule 234 reproduces Article 218, Civil Service Regulations.

Rule 235 contains the relevant part of Article 216, Civil Service Regulations.

Rule 236 contains the substance of Article 217, Civil Service Regulations.

Rule 237 contains the substance of Articles 837 and 857 (a), Civil Service Regulations, with "High Commissioner" substituted for "Under Secretary of State."

Rule 238 is taken from Articles 836 and 892, Civil Service Regulations.

Rule 239 is taken from Article 222, Civil Service Regulations. A report of date of sailing will, however, be necessary in very few cases in future, as it will no longer be the rule that leave begins from the date of embarkation. The necessary form has been prescribed by the Auditor General in his leave procedure rules.

Rule 240 contains the substance of Articles 228 and 852, Civil Service Regulations. The latter part of the former article is obsolete.

Rule 241 contains the substance of Article 226, Civil Service Regulations.

Rule 242 is taken from Article 222, Civil Service Regulations, with the substitution of the High Commissioner for the Secretary of State.

Rule 243.—This is taken from Articles 867 and 874, Civil Service Regulations, and covers the first part of Article 886 also. The High Commissioner has been substituted for the Secretary of State, as he will in future pay leave-salary on behalf of the Government of India.

Rule 244 replaces the first part of Article 869, Civil Service Regulations. The old arrangements of quarterly calculations and rounded instalments will not be maintained in future.

Rule 245 replaces the second part of Article 869, Civil Service Regulations. At the suggestion of the High Commissioner, the procedure has been modified in some respects.

Rule 246 contains the substance of the first part of Article 889, Civil Service Regulations.

Rule 247 is the second part of Article 889, Civil Service Regulations, amplified in accordance with existing practice.

Rule 248 contains the substance of the last part of Article 889, Civil Service Regulations.

Rule 249 contains the relevant part of Article 891, Civil Service Regulations, with the High Commissioner substituted for the Under Secretary of State.

Rule 250 provides for certain cases for which the old rules make no specific provision. It is considered unnecessary in this connection to provide for Article 871 (b), Civil Service Regulations, as the procedure thereby prescribed follows necessarily from rules 243 and 246.

Rule 251 contains a regulation previously embodied in Articles 299 (a) and 300, Civil Service Regulations.

Rule 252 contains the substance of the first paragraph of Article 299 (a), Civil Service Regulations, and of Article 299 (b), with the substitution of the High Commissioner for the Secretary of State. The rule makes no mention of commutation of leave, which ceased to exist, under that name, when the fundamental rules came into force. It is considered unnecessary to repeat in these rules the provision that the Government servant on leave must pay the cost of telegrams. The High Commissioner will see to this, and the fact will be mentioned in the memorandum of instructions to officers proceeding on leave. The note under Article 299 (b) has been omitted for similar reasons.

Rule 253 contains the substance of the second paragraph of Article 299 (a), Civil Service Regulations, read with Article 838 (a).

Rule 254 contains the substance of the first part of the third paragraph of Article 299 (a), Civil Service Regulations. The second part of that paragraph is omitted as it is considered to be unsuitable under the new leave rules.

Rule 255 is taken from the first part of Article 300, Civil Service Regulations.

Rule 256 is Article 838 (b), Civil Service Regulations, re-worded in places.

Rule 257 is taken from Articles 872 and 873, Civil Service Regulations.

Rule 258.—The fact stated in this rule is nowhere in the Civil Service Regulations laid down as a general rule, but it follows as a matter of course from the provision in fundamental rule 71 for the production of a medical certificate.

Rule 259 contains the substance of the relevant portion of Article 224, Civil Service Regulations, with the substitution of the High Commissioner for the India Office.

Rule 260 also follows as a matter of course from fundamental rule 71. Appendix II delegates the power of extending leave to the authority which granted it.

Rule 261 is taken from Articles 872 and 873, Civil Service Regulations.

Rule 262.—“Leave-salary certificate” is the new title adopted by the Auditor General in his leave procedure rules. The requirement of such a certificate is taken from Article 886, Civil Service Regulations; that of a certificate of leave is obviously necessary before a last-pay certificate can be granted; and the delivery of a warrant is taken from Article 890, Civil Service Regulations.

Rule 263.—The definition in this article is taken from Article 271, Civil Service Regulations.

Rule 264 is the nearest approach to a comprehensive list of vacation departments which seems to be possible. The form of clause (a) of fundamental rule 82 makes some such list necessary.

Rule 265 provides for a decision in a case of doubt.

• *Rule 266* contains the general principles underlying Articles 272 and 273, Civil Service Regulations, rather simplified in language. As there will, in future, be no specific application for privilege leave, the provision for certificates has been omitted. In practice, however, Government servants who do not take a vacation will have to prove the fact by some sort of certificate.

Rules 267 and 268 are a liberalisation of the rule in Article 288A, Civil Service Regulations, to meet the requirements of the International Labour Conference.

Rule 269 brings together in one rule the various classes of Government servants who are at present granted hospital leave under various articles of the Civil Service Regulations.

Clauses (a) and (b) are taken from Article 288, with the pay limit altered to a limit of rank.

Clause (c) is taken from the same article, as revised in 1920. In this case, no suitable rank limit can be devised.

Clause (d) comes from Articles 287 and 288.

Clauses (e) and (f) are taken from Article 287.

Clause (g) is taken from Article 665.

Clause (h) is taken from Article 291, with an addition to bring out a fact which is only implied in the present rules.

Clauses (i) and (j) are new additions to the list.

Clause (k) comes from Article 287.

Clause (l) is taken from Article 291.

In the following rules, uniform concessions are prescribed for all these clauses of Government servant, with a single exception to cover the case of railway subordinates injured while on duty. The concessions are based upon those previously admissible to the majority of the Government servants concerned. In certain cases, this involves a reduction of existing privileges; but this is considered to be not inequitable, in view of the fact that any Government servant can in future take the leave which takes the place of "commuted furlough," if his application is supported by a medical certificate.

Rule 270 lays down a general rule as to the amount of leave-salary on hospital leave.

Rule 271 fixes a general maximum limit of hospital leave. See the note on rule 269.

Rule 272 is the one exception to the general rule that hospital leave will in future be granted on uniform terms to all classes of Government servant. It reproduces the provisions of item 242 in the schedule of powers of the Railway Department.

Rule 273.—The previous rules contained no specific provisions for combination of hospital leave with other leave. Such combination is necessary, in view of the arguments quoted in the note on rule 269, on which the standardisation of the hospital leave rules is based.

Rule 274 contains the substance of Article 289, Civil Service Regulations. The reference to officers of the Marine Department has not been reproduced in the rule, since their pay is not debitable to civil estimates and the fundamental rules are therefore not applicable to them.

Rule 275 reproduces the substance of Article 290, Civil Service Regulations, with the substitution of "full pay" for the now meaningless phrase "pay at harbour rates."

Rule 276 contains the substance of clauses (i) and (ii) and rule 2 of Article 295, Civil Service Regulations. The clauses have been re-worded in rather more general terms.

Rule 277 read with rules 280 and 281, introduces a new principle with reference to departmental leave. It will in future be debited to the leave account as though it were leave on half average pay, though it will be given, if necessary, when no leave is due. Certain hard cases, which might result from the application of this new principle, will be obviated by rule 283.

Rule 278.—*Clause (a)* of this rule reproduces a principle underlying Article 296, Civil Service Regulations. *Clause (b)* is taken from clause (ii) of that article. *Clause (c)* is taken from rule 1 under the article.

Rule 279 contains two principles extracted from clause (ii) of Article 295 and the proviso under that article. The latter part of the rule confirms an existing practice.

Rule 280 states the new principle of classification of departmental leave to which reference is made in the note on rule 277.

Rule 281 is drafted in recognition of the fact that a Government servant to whom departmental leave is regularly granted will exhaust during his service for more leave than he is ever likely to earn.

Rule 282 reverses a prohibition which is at present laid down in the Survey Hand Book. As already stated in the note on *Rule 281*, a Government servant who has regularly taken departmental leave will rarely have any leave at his credit; but, in case he has a balance of leave due, it will frequently be convenient to allow him to take it in combination with departmental leave.

Rule 283 is designed to meet a hard case in which a subordinate, who has taken departmental leave regularly and has therefore a big debit balance in his leave account, is transferred to a post in which he is not likely to be given departmental leave in future. Such a Government servant must clearly be permitted to begin to earn leave without working off his debit balance.

Rule 284 is taken from paragraph 113 of the Public Works Department Code, with the addition of provision for temporary engineers of the Railway Department.

Rule 285.—

Clause (a) is taken from Article 242 (a), Civil Service Regulations.

Clauses (b) and (c) are reproduced from Article 320 (b), Civil Service Regulations.

Rule 286 repeats the substance of Article 242 (b), Civil Service Regulations.

Rules 287 and 288 contain the relevant portions of Article 655, Civil Service Regulations. There are no changes in substance, except that combination of leave is now permitted.

Rule 289 is reproduced from Article 656, Civil Service Regulations.

Rule 290 is reproduced from Article 666, Civil Service Regulations.

Rule 291 applies to all probationers the rule set forth in Article 202 (a), Civil Service Regulations.

Rule 292 is a new rule, intended to apply to all classes of apprentices, except those who can claim leave under Division XVIII of these rules.

Rule 293 is taken from Article 180 (old Article 176), Civil Service Regulations. The only change made is the substitution of "holiday" for "Sunday." The Civil Service Regulations lay down no procedure in cases where a holiday, other than a Sunday, immediately supervenes upon a change of office in the same station. Under the rule, it will be clear that the Government servants concerned must make arrangements to transfer charge within a limit of twenty-four hours.

Rule 294 contains the substance of Article 176 (old Article 177), Civil Service Regulations. There are changes in wording, but no changes in substance.

Rule 295 expresses the real intention of a sentence in Article 175, Civil Service Regulations, as recently interpreted by the Government of India.

Rule 296 is taken from Article 177 (old Article 178), Civil Service Regulations.

Rule 297 contains the substance of Article 181 (old Article 179), Civil Service Regulations.

Rule 298 is taken from Article 184, Civil Service Regulations.

Rule 299 expresses the intention of Article 183, Civil Service Regulations recently interpreted.

Rule 300 covers the latter part of Article 182, Civil Service Regulations.

Rules 301 and 302 contain the substance of Article 180, Civil Service Regulations. As will be seen from Appendix No. 13, the term "competent authority" is differently interpreted for the purpose of each of these two rules.

Rule 303 is re-written from portions of paragraphs 1, 2 and 3 of Appendix 6A to the Civil Service Regulations. Alternative routes by the Russian Railway have been omitted as that route is no longer available. Nushki, as an alternative to Quetta, has been omitted as unnecessary. The restriction of the concessions to those Government servants of the Khorasan Agency who are subordinates and natives of India has been omitted. The additional leave allowed by the appendix is treated, according to fundamental rule 105 (d), as joining time.

Rule 304 is taken from the same three paragraphs of Appendix 6A. The periods in the table have been brought up to date and one or two new journeys added to the list.

Rule 305 contains the substance of note 3 under paragraph 1 of Appendix 6A to the Civil Service Regulations.

Rule 306 is taken from paragraph 3 of Appendix 6A.

Rule 307 is taken from Article 776, Civil Service Regulations.

Rule 308 calls for no explanation.

Rule 309 sets forth a general declaration made by the Finance Department in order to obviate a reference to that department of every case in which the authorities named in Appendices Nos. 4 and 13 exercise the powers conferred upon them by those appendices.

Rule 310 explains certain of the principles on which Appendices Nos. 4 and 13 have been drafted. Clause (c) of the rule is intended to protect such powers as those which, for example, the Auditor General exercises under the rules made under section 96D of the Government of India Act.

APPENDIX No. 13.

[Supplementary Rule 2(6).]

Authorities which exercise the powers of a competent authority under the various supplementary rules made by the Governor General in Council.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
1	4	Power to accept, in the case of a female candidate for Government service, a medical certificate of fitness signed by any female medical practitioner.	All heads of departments.	Full power.
2	7	Power to accept as sufficient the reasons alleged by an officiating Government servant for refusing to occupy the residence placed at his disposal by the permanent holder of the post.	All heads of departments.	Full power.
3	9	Power to grant an honorarium from general revenues.	1. Railway Board 2. All heads of departments.	Full power, up to a maximum of Rs. 5,000 in each case. Full power, up to a maximum of Rs. 500 in each case.
4	9	Power to sanction the acceptance of an honorarium from an outside source. (a)	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board	Full power.

(a) Appendix No. 13 merely names the authorities who exercise the powers of a competent authority under the various Supplementary Rules. Various authorities named against Serial No. 4 in Appendix No. 13 exercise full powers under Supplementary Rule 9. The fact that the word "fee" is not included in column 3 of Appendix No. 13 in the abbreviated "nature of power" does not take away from the competent authority the powers of sanction vested in him under Supplementary Rule 9 [Auditor-General's letter No. 1149-A.—144-23, dated 14th November 1923.]

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1.	2	3	4	5
			5. Director-General, Posts and Telegraphs. 6. Surveyor-General 7. Commissioner, Northern India Salt Revenue. 8. Auditor-General 9. Controller of the Currency. 10. All heads of departments.	Full power in the case of Government servants not directly appointed by the Government of India. Full power, up to a maximum of Rs. 500, in each case.
5	12	Power to sanction the undertaking of work for which an honorarium or fee is sanctioned.	All heads of departments.	Full power.
6	13	Power to direct that the whole or any part of an honorarium or fee paid from an outside source for work done during official time may be paid to the Government servant, who did the work.	Any authority having power to sanction the acceptance of the honorarium or fee.	Full power.
7	18	Power to order inclusion in a grade higher than that prescribed by rule 17.	Railway Department	Full power
6	20	Power to declare the grade in which a part-time or fee-paid Government servant shall rank.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board.	Full power.
9	22	Power to grant a permanent travelling allowance.	Railway Board	Power in the case of Government servants, who spend an appreciable portion of the year on tour, subject to a maximum of Rs. 200 a month and to the condition that the amount sanctioned shall not exceed the average amount which would be drawn during the year under

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
				the ordinary travelling allowance rules by a Government servant of the same grade performing an equal amount of touring.
10	24	Power to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than one post to which permanent travelling allowance is attached.	Railway Board	Full power.
11	25	Power to grant a conveyance or horse allowance.	1. Railway Board	Power to sanction a conveyance allowance to a Government servant whose ordinary duties involve a considerable amount of travelling within five miles of headquarters, subject to the following maxima :— Rs. For a four-seated motor-car, if kept 150 For a two-seated motor-car, if kept 100 For any other conveyance 50
			2. Heads of departments controlling railway, public works, post office and telegraph services.	Allowances may be granted to subordinates of the following classes only, up to the maximum amount shown against each class in the table below, if such subordinates have to perform a large amount of travelling at or near headquarters, on condition that the allowance is forfeited whenever daily or road mileage allowance is drawn :— Public Works and Railway Departments. Rs. Upper subordinates 30

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
				<p>Sanitary Inspectors holding large charges on the North-Western Railway . . . 30</p> <p>Lower subordinates . . . 15.</p> <p>Assistant Surgeons or Civil Apothecaries . . . 15</p> <p>Sub-Assistant Surgeons . . . 7½</p> <p>Sub-Assistant Surgeons (in exceptional cases) . . . 15</p> <p>Apprentice Overseers . . . 15</p> <p>Cashiers . . . 15</p> <p><i>Post Office Department.</i></p> <p>City Inspectors . . . 30</p> <p>Mail Overseers (including Cash Overseers) provided the pay and allowance do not exceed Rs. 100 a month . . . 20</p> <p><i>Telegraph Department.</i></p> <p>Upper subordinates and Engineering Supervisors other than those sent on casual inspection duty . . . 30</p> <p>Indian inspecting telegraphists who are sent on regular inspection duties connected with private lines . . . 30</p> <p>Telephone Inspectors deputed on regular inspection duties . . . 30</p> <p>Sub-Inspectors in Baluchistan . . . 35</p> <p>Sub-Inspectors in the Punjab, North-West Frontier Province and Sind . . . 30</p> <p>Shipping siroars employed at Calcutta or other ports for such days as they travel.</p>

Not exceeding 6 annas a day.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
12	30(b)	Power to decide the shortest of two or more routes	All heads of departments.	Full powers, for journeys within their jurisdiction.
13	31	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest.	All heads of departments.	Full powers, for journeys within their jurisdiction, provided that the selection of such route is in the interests of Government.
14	32	Power to decide the point in a station at which journeys begin or end.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board	Full power.
15	35	Power to declare a particular Government servant to be entitled to railway accommodation of a higher class than that prescribed for his grade.	All heads of departments.	Power to permit a menial servant to draw intermediate fare when accompanying his superior officer on a train which provides no third class accommodation.
16	40	Power to declare that a Government servant whose pay does not exceed Rs. 30 is entitled for journeys by steamer, to lowest class accommodation only.	All heads of offices	Full power.
17	42	Power to decide, in cases of doubt or hardship, the class of steamer accommodation to which a Government servant is entitled.	All heads of departments.	Full power.
18	52	Power to allow daily allowance at a higher rate than that of the Government servant's grade.	1. Railway Board 2. Controller of the Currency. 3. Deputy Controllers of the Currency. 4. Accountants General, other than the Accountant General, Railways, and the Accountant General, Posts and Telegraphs. 5. The Comptroller, Assam.	Full power up to maximum of Rs. 10. Power in the case of clerks, potdars, shroffs and peons accompanying remittances of treasure, subject to a maximum allowance of Rs. 1½ in the case of clerks, Rs. 1½ in the case of potdars and shroffs and annas 4 in the case of peons.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
19	59	Power to prescribe a Government servant's headquarters.	<ol style="list-style-type: none"> 1. All heads of departments. 2. Directors, Telegraph Engineering. 3. Postmasters General, and the Deputy Postmaster General, Sind and Baluchistan 1. Deputy Postmasters General, Railway Mail Service. 	<p>Full power.</p> <p>Power in respect of Government servants below the rank of assistant divisional engineer.</p> <p>Power in respect of Government servants not above the rank of Superintendent of Post Offices.</p> <p>Power in respect of Government servants not above the rank of Superintendent, Railway Mail Service.</p>
20	60	Power to define the limits of a Government servant's sphere of duty.	All heads of departments.	Full powers.
21	62	Power to decide whether a particular absence is absence on duty.		
22	63	Power to restrict the frequency and duration of journeys.		
23	64	Power to declare that the pay of a particular Government servant has been so fixed as to compensate for all journeys by road within his sphere of duty.	<ol style="list-style-type: none"> 1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 	Full power.
24	66	Power to prescribe the scale of Government tents to be supplied.	<ol style="list-style-type: none"> 1. Chief Commissioners 2. Departments of the Government of India. 3. Railway Board 4. Surveyor General 	Full power.
25	Proviso 2 under rule 67.	Power to allow exchange of double permanent travelling allowance for mileage allowance.	<ol style="list-style-type: none"> 1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
26	73	Power to grant exemptions from the rule limiting a halt en tour to ten days.	<p>5. Auditor General .</p> <p>1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India 4. Railway Board. 5 Director General, Posts and Telegraphs. (a) 6 Commissioner, Northern India Salt Revenue 7. Surveyor General . 8. Agricultural Advisor 9 Director-General, Observatories. 10. Inspector General, Forests. 11. Auditor General. 12. Controller of the Currency. 13. Agents of State Railways. 14. Engineers-in-Chief of State Railways under construction or survey. 15. Director, Geological Survey. 16. Director, Intelligence Bureau. 16A. Central Board of Revenues.</p>	<p>Power in the case of non-gazetted establishments.</p> <p>Full power. *</p>
27	75	Power to allow the exchange of daily for mileage allowance for the whole period of an absence from headquarters.	All heads of departments	<p>Power up to a limit of 30 days.</p> <p>Full power in the case of Government servants whose pay does not exceed Rs. 200.</p>

(a) The Director General of Posts and Telegraphs, in his memo. No. 230-B., dated 8th December 1933, has exempted all menials of the Posts and Telegraphs Department from Supplementary Rule 73.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
28	76	Power to impose restrictions on the exchange of daily for mileage allowance on particular days by Government servants in superior service.	All heads of departments.	Full power.
29	77	Power to impose restrictions on the exchange of daily for mileage allowance by non-gazetted ministerial or clerical servants travelling in a public or hired conveyance.		
30	79	Power to allow the actual cost of maintaining a camp during a sudden journey away from it.		
31	80	Power to prescribe the scale of camp equipment, servants, horses, etc., to be carried at Government expense by a Government servant allowed to recover the actual cost of the first or last journey of an extensive tour.	All heads of departments.	Full power.
32	81(a)	Power to permit the recovery of the actual cost of conveying camp equipment, horses, camels, motor cars, etc.	1. All heads of departments. 2. Administrative Superintendents of the Survey of India Department.	Full power
33	81(b)	Power to limit the number of conveyances, etc., and the weight of camp equipment carried as in rule 81 (a).	All heads of departments.	
34	89	Power to permit the recovery of the actual cost of hiring a conveyance when no travelling allowance is admissible.	1. Chief Commissioners and first class Political Residents. 2. Railway Department 3. Director General of Posts and Telegraphs.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
35	91	Power to permit the recovery of the actual cost of maintaining camp equipage during a halt at or near headquarters.	All heads of departments.	Full power.
36	106	Power to allow travelling allowance for a journey to join a first post.	<ol style="list-style-type: none"> 1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 5. Surveyor General 6. Auditor General and the Political officer in Sikkim. 7. Director-General of Posts and Telegraphs. 8. Inspector General of Forests. 9. Administrative Superintendents of the Survey of India Department. 	<p>Full power.</p> <p>Power in the case of non-gazetted establishments</p> <p>Power in the case of a person newly appointed to the postal service to fill a vacancy in the same province or in another province, provided that in the latter case no suitable person is procurable locally.</p> <p>Power in the case of Government servants not appointed by the Government of India.</p> <p>Full power in the case of menial servants.</p>
37	106	Power to allow a free passage to a person joining a post by sea.	All heads of departments.	Full power in the case of persons appointed by them.
38	Proviso to rule 116 (a) I (iii)	Power to fix maximum weights of personal effects lower than those prescribed by supplementary rule 116 (a) I (iii) for transportation at Government expense by a Government servant on transfer.	Chief Commissioners and first class Political Residents.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1.	2.	3.	4.	5.
39	116 (a) II (iii)	Power to fix a rate of mileage allowance for journeys by road on transfer.	Chief Commissioners and first class Political Residents.	Full power.
40	116 (c)	Power to prescribe the scale of tents to be carried at Government expense on transfer.	All heads of departments.	Full power.
41	Proviso (a) to rule 128.	Power to sanction halts at hill stations in excess of ten days.	1. Railway Board 2. All heads of departments.	Full power. Full power, up to a limit of 30 days.
42	Proviso (b) to rule 128.	Power to intimate that a Government servant who stays at a hill station in excess of ten days is required to stay on duty or permitted to stay during holidays.		
44	Proviso (2) (e) to rule 130.	Power to disallow travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.	All heads of departments.	Full powers.
45	132	Power to permit recovery of travelling allowance for a journey to attend an examination other than those mentioned in supplementary rules 130 and 131.	1. Chief Commissioners and first class Political Residents. 2. Departments of the Government of India. 3. Railway Board 4. All heads of departments.	Full power. Power in the case of departmental examinations.
46	135	Power to sanction travelling allowance for a journey made during leave.		
47	147	Power to sanction travelling allowance for a journey made after the termination of Government service.	Railway Department	Full powers.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
48	160 (b)	Power to allow the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	All heads of departments.	Full power.
49	164	Power to decide the rates of travelling allowance admissible to a Government servant deputed to undergo a course of training.	1. Chief Commissioners. 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board. 5. Director-General, Posts and Telegraphs. 6. Auditor General 7. All heads of departments.	Full power, provided that daily allowance shall not be given for halts at the training headquarters (a) to gazetted Government servants, if the period of their training exceeds one month, and (b) to non-gazetted Government servants whose pay or allowances have been increased to meet the expense of training. Power in the cases of probationers of the general list of the Indian Audit Department, and of non-gazetted establishments. Full power, provided that they may not grant daily allowance for halts at the training headquarters.
50	183	Power to fix amount of hire or charges when a Government servant is provided with means of locomotion at the expense of the State, etc., but pay all the cost of its use or propulsion.	All heads of departments.	Full power.
51	188	Power to grant travelling allowance to military officers attending darbars or levees.	1. Chief Commissioners. 2. First class Political Residents.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
52	190 (a) & (b)	Power to grant travelling allowance to persons not in Government service attending commissions of enquiry, etc., or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong.	All heads of departments.	Full power.
53	190 (c)	Power to delegate the power conferred upon them by serial No. 52 to the person presiding over the commission, etc.	1. Chief Commissioners 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board.	Full power.
54	191	Power to declare who shall be controlling officer.	1. Departments of the Government of India. 2. All heads of departments.	Full power. Full power; provided that they may not declare a Government servant to be his own controlling officer.
55	195 (e)	Power to make rules for the guidance of controlling officers.	All heads of departments.	Full power.
56	206	Power to grant leave to a gazetted Government servant who is not in foreign service.	1. Chief Commissioners and First class Political Residents. 2. Departments of the Government of India. 3. Railway Board.	Full power provided that leave may not be granted to a chaplain without the concurrence the Bishop of the Diocese, in the case of a chaplain of the Church of England, or the Presidency Senior Chaplain, in the case of a chaplain of the Church of Scotland; and provided also that the Political Residents of the 1st class except the Chief Commissioner, North-West Frontier Province, do not

Serial number.	Number of Supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
				grant any kind of leave for a period exceeding 4 months to officers of the Political Department and of the Medical Department (Agency surgeons) serving under their orders and that the Chief Commissioner North-West Frontier Province, does not grant any kind of leave to the Resident in Waziristan, the Judicial and Revenue Commissioners, and the Political Agents in Malakand and Khyber
			4 Any authority to which the authorities numbered 1 to 3 above may delegate the power	Such part of the power of the delegating authority as that authority may delegate to it (See Appendix 25).
57	206	Power to grant leave to a Government servant in foreign service in India.	1 The foreign employer 2. The authority which sanctioned the transfer to foreign service.	Full power to grant leave on average pay not exceeding four months. Full power.
58	210	Power to waive proviso (a) to supplementary rule 209	All heads of departments.	Full powers.
59	211	Power to authorise departures from supplementary rule 211		
60	213	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of a non-gazetted Government servant to return to duty.	The authority under which the Government servant will be employed on return from leave.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
61	233	Power to grant leave to a Government servant in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	1. Chief Commissioners. 2. First class Political Residents. 3. Departments of the Government of India. 4. Railway Board 5. Auditor-General	Full power. Full power in cases where the pay of the Government servant, exclusive of overseas pay, does not exceed Rs. 1,000. Full power in cases where the pay of the Government servant, exclusive of overseas pay, does not exceed Rs. 500.
62	264 (c)	Power to declare that a class of Government servants is serving in a vacation department.	1. Chief Commissioners and first class Political Residents. 2. Departments of the Government of India. 3. Railway Board	Full power.
63	265	Power to decide in a case of doubt whether a particular Government servant is serving in a vacation department.	All heads of departments.	Full power.
64	267	Power to grant maternity leave.	Any authority empowered to grant leave by supplementary rule 206 or serial no. 56 of this schedule.	Full powers in the case of non-gazetted Government servants. In the case of gazetted Government servants, powers to the extent described against serial no. 58.
65	269	Power to grant hospital leave.		
66	274	Power to grant sick leave to seamen, etc.		
67	284	Power to grant leave to a temporary engineer of the Public Works or Railway Department	1. Chief Commissioners. 2. Departments of the Government of India. 3. Railway Board 4. Agents of State Railways.	Full power.

Serial number.	Number of supplementary rule.	Nature of power.	Authority to which the power is delegated.	Extent of power delegated.
1	2	3	4	5
68	296	Power to permit the calculation of joining time by a route other than that which travellers ordinarily use.	All heads of departments	Full power.
69	301	Power to extend the joining time admissible under rule beyond the maximum of 30 days.	1. Chief Commissioners. 2. Departments of the Government of India. 3. Railway Board 4. Auditor-General	Full power. Power in the case of non-gazetted establishments.
70	302	Power to extend joining time, on certain conditions, within a maximum of 30 days.	All heads of departments.	Full power.

APPENDIX No. 14.

[Supplementary Rule 2 (10).]

List of Officers declared to be Heads of Departments for purposes of the Supplementary Rules.

The Governor General in Council is pleased to declare the following officers to be Heads of Departments for the purposes of the above rules.

LIST OF HEADS OF DEPARTMENTS.*Foreign and Political Department.*

1. Resident at Baroda.
2. Resident in Kashmir.
3. Military Adviser in Chief, Indian State Forces.
4. British Envoy at the Court of Nepal.
5. Consul General and Agent of the Government of India in Khorasan.
6. Political Officer in Sikkim.
7. The Resident at Gwalior.
8. The Agent to the Governor General, Punjab States.

Home Department.

9. Director, Intelligence Bureau.
10. High Court, Calcutta.

Department of Revenue and Agriculture.

11. Surveyor-General.
12. Agricultural Adviser.
13. Director-General, Observatories.
14. Inspector-General, Forests.
15. President, Forest Research Institute.
16. Director, Botanical Survey.

Department of Education and Health.

17. Director-General, Indian Medical Service.
18. Director-General, Archæology.
19. Educational Commissioner.
20. Director, Zoological Survey.
21. The Metropolitan.
22. Secretary, Board of Examiners.
23. Council of Imperial Library.
24. Keeper of the Records of the Government of India.

Department of Industries.

25. Commissioner, Northern India Salt Revenue.
26. Director, Geological Survey.
27. Chief Inspector of Mines.
28. Controller of Printing, Stationery and Stamps.
29. Chief Controller of Stores, India Stores Department.

Public Works Department.

- 30. Director-General, Posts and Telegraphs.
- 31. Superintending Engineer, Simla Imperial Circle.

Railway Department.

- 32. (a) Agents
 - (b) Chief Engineers
 - (c) Traffic Managers
 - (d) Locomotive and Carriage and Wagon Superintendents
 - (e) Controllers of Stores
- } of the North Western Railway,
Eastern Bengal State Railway
and Oudh and Rohilkhand Railway.
- 33. Engineer-in-Chief of lines under construction or survey.
 - 34. Senior Government Inspectors of Railways at Calcutta, Lahore, Lucknow, Bombay and Madras.
 - 35. Mining Engineer, Railway Board.

Finance Department.

- 36. Auditor-General.
- 37. Controller of the Currency.
- 38. Accountants-General and the Comptroller, Assam.
- 39. Deputy Controllers of the Currency.
- 40. Chief Auditors and Government Examiners of Railway Accounts, except the Government Examiner of Accounts, Assam Bengal Railway.
- 41. Mint and Assay Masters.
- 41-A. Board of Inland Revenue.
- 41-B. Commissioners of Income-Tax.
- 41-C. Central Board of Revenue.

Department of Commerce.

- 42. Director-General of Commercial Intelligence.

Chief Commissioners' Provinces.

- 43. Any authority which a Chief Commissioner may declare to be a Head of a Department.

[G. I. F. D. Resn. No. 336-C. S. R., dated 25th April 1922.]

APPENDIX No. 15.

[Supplementary Rule 18.]

[Appendix 18 (Revised) to Civil Service Regulations.]

List of Officers who have been specially classed into the first or second grade for the purpose of calculating Travelling Allowance.

The Government of India have decided to revise the list of officers paid from Central Revenues (excluding those serving under agency conditions) who were specially classed as officers of the first or second grade under Appendix 18, Civil Service Regulations. The list as revised is published in the Annexure to this Resolution.

ANNEXURE.***List of officers specially admitted into the First Grade for purposes of travelling allowance.***

1. Assistant Commissioners, Andaman and Nicobar Islands for journeys in those Islands and for voyages to Indian Ports.
2. District Magistrate of Coorg.
3. Sub-Judge, Coorg, for journeys within his own jurisdiction.
4. Indian Attaché, Indore.
5. Inspectors of Explosives.
6. Junior Inspectors of Mines.
7. Assistant Coal Superintendents.
8. Assistant Mining Manager, Khost Colliery and Junior Manager, Bhurkunda Colliery.
9. *Telegraph Department*.—Assistant Superintendent, Workshops; Assistant Divisional Engineer, Wireless; Telephone Engineers; Assistant Engineers; Assistant Electricians; and Officers of the Second Division of Superior Traffic Branch.
10. Assistant Commissioners, Northern India Salt Revenue Department.
11. *Post Office*.—Superintendents, including those employed as Personal Assistants to Postmasters General or to Deputy Postmasters General, Railway Mail Service.

List of officers specially admitted into the Second Grade for purposes of travelling allowance.

1. Probationers of the Northern India Salt Revenue Department.
2. *Post Office*.—Probationary Superintendents of Post Offices; Inspectors of Post Offices and the Railway Mail Service.
3. *Telegraph Department*.—Engineering Supervisors, Electrical Supervisors and Assistant Cable Foremen.
4. Sub-Assistants of the Geological Survey of India.

[G. I. F. D. Resn. No. 2330-C. S. R., dated 31st Dec. 1923.]

APPENDIX No. 16.

[Supplementary Rule 22.]

[Appendix 22 (Revised) to Civil Service Regulations.]

List of Permanent Monthly Travelling Allowances.*(Not printed.)*

APPENDIX No. 17.

[Supplementary Rule 25.]

[Appendix 26 (Revised) to Civil Service Regulations.]

List of Conveyance Allowances.

• (*Not printed.*)

APPENDIX No. 18.

•
[Supplementary Rule 52.]

[Appendix 25 (Revised) to Civil Service Regulations.]

• **List of Daily Allowances.**

(*Not printed.*) •

APPENDIX No. 19.

[Supplementary Rule 64.]

[Appendix 20 (Revised) to Civil Service Regulations.]

**List of Officers not entitled to travelling allowance for
journeys on tour.**

(Not printed.)

APPENDIX No. 20.

[Supplementary Rule 89.]

[Appendix 27 (Revised) to Civil Service Regulations.]

**List of special cases in which conveyance hire has been
granted.**

(Not printed.)

APPENDIX. No. 21.

[Supplementary Rule 116 (a) I (iv) (2).]

List of Officers of the Post and Telegraph Department by whom the possession of private conveyances may be considered to be in the interests of the public service and who are entitled to recover the actual cost of transporting their conveyances on transfer, under S. R. 116 (a) I (iv) (2).

I.—OFFICERS APPOINTED DIRECTLY BY THE GOVERNMENT OF INDIA.

1. Director General.
2. Chief Engineer.
3. Deputy Directors General of all Branches.
4. Deputy Chief Engineers.
5. Postmasters General.
6. Directors of all Branches.
7. Assistant Directors General of all Branches when stationed in places where the ordinary residential localities are situated not less than 2 miles away from office.
8. Deputy Postmasters General of all Branches.
9. Officers of the Superior Traffic Branch, First Division.
10. Divisional and Assistant Divisional Engineers of all Branches.
11. Presidency Postmasters provided that they are not supplied with a car by Government or by a contractor at Government expense.
12. Controller of Telegraph Stores.
13. Electrical Engineer-in-Chief.
14. Controller of Telegraph Traffic.

II.—OFFICERS APPOINTED BY THE DIRECTOR GENERAL.*(a) First Class Officers.*

1. Superintendents of Post Offices (including those attached to the offices of Postmasters General as Personal Assistants in places where the ordinary residential localities are situated not less than 2 miles away from office).
2. Officers of the Superior Traffic Branch, Second Division (when transferred to appointments involving touring or similar work).
3. Assistant Engineers (General and Telephones) and Assistant Electricians of all classes.

(b) Second Class Officers.

1. First Class Head Postmasters provided they are not supplied with a car by Government or by a contractor at Government expense.
2. Inspectors of Post Offices.
3. Deputy Assistant Engineers (First Class) of all Branches and Deputy Assistant Electricians, First Class.
4. Deputy Assistant Engineers, Second Class (General and Telephones), Deputy Assistant Electricians, Second Class and Supervisors (Wireless).

5. Engineering Supervisors (General and Telephones) and Electrical Supervisors.

(c) *Third Class Officers.*

1. Town Inspectors.
2. Overseers.
3. Circle Telephone Inspectors.
4. Telephone Inspectors.

[D. G. P. T. No. B. T.-38, dated 10th Nov. 1924.]

APPENDIX No. 22.

[Supplementary Rule 164.]

Rates of travelling allowance admissible to Posts and Telegraphs officials deputed to undergo a course of training.

1. If an **Inspector of Post Offices** during the period of his training in telegraphy, is required to accompany a traffic officer, with a view to obtain practical instructions in inspecting combined offices, he may be treated as on tour and, as such, he may get travelling allowance admissible under Art. 1072 (a); C. S. R. (S. R. 86).

The travelling allowance of Inspectors of Post Offices, selected to undergo a course of training in telegraphy, should be regulated by rules governing journeys on tour, but no halting allowance is admissible to them for the period of training.

[D. G. P. T. Nos. 303 S-Ac, dated 10th June 1920 and 492 S-Ac, dated 5th August 1920 and A. G. P. T. U. O. No. Mis-2238/Sec. 141 I & II, dated 9th March 1923.]

2. The travelling allowance of the **Head Clerk of the Superintendents of Post Offices**, selected to undergo a course of training in telegraphy, should be regulated by rules governing journeys on tour, but no halting allowance is admissible to them for the period of training.

[D. G. P. T. No. AT-9, dated 11th April 1921 and A. G. P. T. U. O. No. Mis-2238/Sec. 141 I & II, dated 9th March 1923.]

3. A **Probationary Superintendent of Post Offices or Railway Mail Service** transferred from one Circle to another, or when attached to any post office, mail (Railway Mail Service) office or office of Superintendent of post offices or Railway Mail Service for training will draw for the journey from his headquarters to the office to which he is posted and *vice versa*, travelling allowance as for journeys on transfer. The office to which he is attached will for the time being be his headquarters, and, for journeys on duty made while attached to that office, he will draw travelling allowance as for journeys on tour.

A Probationary Superintendent while accompanying Telegraph Traffic Officers to obtain practical instruction in inspecting combined post and telegraph offices will draw travelling allowance as for journeys on tour.

[D. G. P. T. Memo. No. A. T.-59, dated 11th November 1921.]

4. **Reserve Superintendents of Post Offices** deputed for training in departmental work should be treated in the matter of travelling allowance just in the same way as Probationary Superintendents of Post Offices, i.e., they should be allowed travelling allowance as on transfer.

[D. G. P. T. No. 350-B., dated 30th November 1923.]

5. The following rules regulating the grant of travelling allowance to **officials of the Post Office for their journeys during the course of training in telegraphy** are laid down with the concurrence of the Accountant General, Posts and Telegraphs and the Financial Adviser, Posts and Telegraphs. These are in supersession of all previous orders on the subject.

(a) When an official proceeds on leave after a period of training or proceeds to a training class after a period of leave and eventually

joins the post he held previously, he should be granted travelling allowance as on tour (i.e., 1 $\frac{1}{3}$ ths fares of the class of accommodation to which he is entitled), provided that the leave preceding or succeeding the period of training is leave on full average pay not exceeding 4 months. No travelling allowance should, however, be granted when the leave preceding or following the period of training though on average pay, exceeds 4 months or though not exceeding 4 months, is leave other than on average pay.

- (b) When an official is transferred to an appointment at the place where he is being trained or when an official after a period of training is transferred to a station other than his original station and other than his training station, he should be granted travelling allowance as on tour from his original station to the place of training and from his training station to his new station, if any, and in addition he should be allowed travelling allowance for members of his family and the conveyance charges for his personal effects from his old station to the new station (by the direct route). He should also be allowed one and two-fifths fare of his class from his old station to the new station by the shortest route.
- (c) Travelling allowance as for journeys on tour should be allowed where leave does not intervene between an official's ordinary duty and his training or *vice versa*.
- (d) Reserve clerks are permanent men and travelling allowance is admissible to them for their journeys to and from the Telegraph Training class. The unpaid probationers are but outsiders and travelling allowance admissible to Reserve clerks cannot be granted to them.

[D. G. P. T. Memo. No. 228-B., dated 12th December 1923, A. G. P. T. letter No. Mis.-3418/Sec. 141-I & II and D. G. P. T. letter No. 228-B./23, dated 23rd May 1924.]

6. Civil Telegraphists, selected to undergo a course of wireless training in the centre at Karachi, will be granted travelling allowance from their old stations to Karachi as on tour, i.e., at the rate of 1 $\frac{1}{3}$ ths of the class of accommodation to which they are entitled; **no charge whatever on this account will be admitted for their families.** When posted from the Training School at Karachi to a wireless station for their practical course, they will draw similarly for such journeys the travelling allowance at the same rates and under the same conditions. No daily allowance will be granted to a Telegraphist undergoing wireless training.

Travelling allowance for their families, if any, will be granted at the ordinary rates indicated in S. R. 116 only from their old stations to the wireless station at which the Civil Operators may finally be posted on completion of their practical course of training. The operator should also be allowed 1 $\frac{1}{3}$ th fare of his class from his old station to the new permanent station by the shortest route.

[D. G. P. T. Circular No. ^{24 (Telegraph Engineering)} 18 ^(Telegraph Traffic) ^{8 (Wireless)}, dated 19th September 1924.]

7. Baudot Supervisors who are sent to the office of the Electrical Engineer-in-Chief at Alipore for training should draw travelling allowance as on tour without halting allowance.

[D. G. P. T. No. GK-18, dated 14th July 1925.]

APPENDIX No. 23.

[Supplementary Rule 184.]

[Appendix 16-A (Revised) to Civil Service Regulations.]

**List of exceptions referred to in Supplementary
Rule 184.**

•
(*Not printed.*)

APPENDIX No. 24.

[Supplementary Rule 191.]

List of Controlling Officers in the Posts and Telegraphs Department (including audit) for purposes of Travelling Allowance.

The travelling allowance bills of the officers named in column I of the statement given below for journeys, either on transfer or on tour, will henceforth be countersigned by the authorities named in column II who should be considered as the controlling authorities of those officers for the purpose of travelling allowance:—

POST OFFICE.

I.	II.
Officers.	Countersigning authorities.
(1) Deputy Director-General . . .	Director-General.
(2) Heads of Circles, Assistant Directors-General, and officers attached to or directly subordinate to the Director-General's office.	Director-General or Deputy Director-General.
(3) Deputy Postmasters-General subordinate to Postmasters-General, Superintendents of post offices (including Personal Assistants) and 1st Class Head Postmasters.	Postmasters-General.
(4) Superintendents, R. M. S. (including Personal Assistants).	Deputy Postmasters-General, R. M. S.
(5) Other gazetted officers . . .	The Officers' immediate superior.
(6) Inspectors of post offices . . .	Superintendents of post offices.
(7) Inspectors of Sorting, R. M. S. . .	Superintendents, R. M. S.
(8) 2nd Class Head Postmasters . . .	Superintendents of post offices.
(9) Head Record Clerks, R. M. S. . .	Superintendents, R. M. S.
(10) Establishments of the office of the Director-General of Posts and Telegraphs.	Deputy Director-General.
(11) Office establishments of Heads of Circles including the Dead Letter Office, Stock Dépôt, Postal Press and any other headquarters offices.	Heads of Circles or in their absence, their Deputy or in the absence of both, the senior Personal Assistant.
(12) Officials employed in the Aligarh Workshop.	Superintendent, Aligarh Workshop.
(13) Office establishments of Superintendents of post offices and R. M. S.	Superintendents.
(14) All non-gazetted officials within the jurisdiction of a Head Office or Head Record office excluding the office establishment of the Superintendent, the Head Postmaster or Head Record Clerk himself and Sub-Divisional Inspector.	Head Postmaster or Head Record Clerk as the case may be.

TELEGRAPHIC TRAFFIC.

I.	II.
Officers.	Countersigning authorities.
(1) Deputy Director-General, Telegraph Traffic.	Director-General.
(2) Assistant Directors-General or Assistant to Deputy Director-General, Telegraph Traffic.	Director-General or Deputy Director-General, Telegraph Traffic.
(3) Deputy Postmasters-General, Telegraph Traffic; Superintendents, Telegraph Traffic; and officers in charge of Departmental Telegraph Offices.	Postmasters-General.
(4) All establishments of Departmental Telegraph Offices.	Officers in charge of Departmental Telegraph Offices.

[D. G. P. T. G. O. (Telegraph Traffic), No. 6, dated 13th June 1923.]

TELEGRAPH ENGINEERING.

I.	II.
Officers.	Countersigning authorities.
(1) Chief Engineer	Director-General.
(2) Heads of Circles, Deputy Chief Engineers, Electrical Engineer-in-Chief, Superintendent of Workshops and Controller of Stores.	Director-General or Chief Engineer.
(3) All establishments under their respective control.	Head of a Circle, Divisional Engineer, Electrical Engineer-in-Chief or Superintendent of Workshops.
(4) All establishments in his office as well as the staff of all other Store Depôts.	Controller of Stores.

[D. G. P. T. G. O. (Telegraph Engineering), No. 9, dated 13th June 1923.]

WIRELESS.

I.	II.
Officers.	Countersigning authorities.
Director of Wireless	Director-General.
All Divisional Engineers, Wireless and Assistant Divisional Engineers, Wireless.	Director of Wireless.
All establishments under their control .	Divisional Engineers, Wireless.
All establishments under their control .	Officers in charge of Wireless Stations.

[D. G. Cir. (Wireless Branch), dated the 13th June 1923.]

POST AND TELEGRAPH AUDIT OFFICES.

The Accountant-General, Posts and Telegraphs, as a Head of Department, has declared all Deputy Accountants-General (including Accounts Officer, Telegraph Check Office) to be the controlling officers, for travelling allowance purposes, of all members of the establishments subordinate to them.

[A. G. P. T. No. Mis.-687—F.-90 (a), dated 20th May 1922.]

APPENDIX No. 25.

[Supplementary Rules 206 and 208.]

List of authorities in the Posts and Telegraphs Department empowered to grant leave.

With reference to serial No. 56 of Appendix No. 13, Supplementary Rules, the Government of India are pleased to approve the delegations to officers of the Post and Telegraph Department of the power to grant leave to their subordinates as shown below :—

<i>Description of Officers.</i>	<i>Extent of power delegated.</i>
(1) Director General, Posts and Telegraphs.	(i) Full powers in respect of all gazetted officers below the rank of Postmaster General, Director, Engineering or Deputy Director General, Telegraph Traffic, in the Traffic Branch. (ii) To military officers employed in the Department-leave in India.
(2) Head of a Circle	(i) May grant leave not exceeding 4 months to Deputy Superintendents, Traffic; Deputy Assistant Engineers (Telegraphs, Telephones or Wireless), and Deputy Assistant Electricians. (ii) Full powers in respect of officials of lower rank.
(3) Divisional Engineer; Controller of Stores; Officer of the old Superior Establishment of the rank of a Superintendent holding charge of a Telegraph Office; or Officer of the Superior Traffic Branch, 1st Division, holding charge of a Telegraph Office.	(i) May grant leave not exceeding 4 months to non-gazetted officers provided that substitutes are not required. (ii) May grant leave of all kinds to other subordinate and menial establishments whom they have power to appoint. (iii) May grant leave not exceeding 6 months to Telephone operators in the selection grade.
(4) Superintendent of Workshops .	(i) May dispose of leave applications from the supervisory staff employed in the Telegraph Workshops without reference to the Director General, provided that the leave sanctioned does not necessitate acting arrangements. (ii) Full powers in respect of non-gazetted officers whom he has power to appoint.
(5) Superintendents of Post Offices and 1st class Postmasters.	May grant leave of every description to any of their subordinates whose pay does not exceed the maximum of the time-scale fixed for the locality.

[G. I. P. W. D. letter No. 1286-P. W., dated 3rd July 1922.]

- (6) Head of a Railway Mail Service Circle.
- (i) May grant leave to Superintendents, Railway Mail Service, provided that officiating arrangements can be made within the Circle.
 - (ii) May grant leave to Probationary Superintendents of the Railway Mail Service.
 - (iii) May grant leave of all kinds to non-gazetted officers in the Railway Mail Service on pay not exceeding Rs. 350.

A copy of the order in respect of (i) and (ii) should be sent to the Director General for information.

[D. G. P. T.'s No. A. A.-58/26, dated 30th June 1926.]

FORMS.

FORMS.

F. R. FORM No. 1.

(See PARAGRAPH 4 OF APPENDIX No. 8.)

Military Department Certificate of title to leave.

(Obverse.)

Certified that _____ who is subject to the furlough
 les of _____ has _____ years' _____ days' furlough at his
 edit. He is eligible for furlough at the rates of pay specified:—

For _____ years _____ days on furlough pay on private affairs
English furlough pay on medical certificate

For _____ years _____ days on furlough pay if granted an
 extension on medical certificate.

For _____ years _____ days on English furlough pay if
 granted an extension on medical certificate.

For _____ years _____ days without pay if granted an ex-
 tension on urgent private affairs.

He is not entitled to draw furlough pay at the rate of exchange of two
 shillings the rupee.

_____ 19_____ .

C. M. A. _____ District.

NOTE.—(On the back are noted the dates of beginning and ending of
 leave already taken, the nature of such leave, and the rule under which
 was taken.)

F. R. FORM No. 2.

(See PARAGRAPHS 8, 14 AND 23 OF APPENDIX No. 8.)

NOTE.—Forms supplied in bound books with counterfoils bear the No. 2-A.

Leave-Salary Certificate.

No. ———.

Leave-salary certificate, of _____
 of the _____ proceeding on _____
 to _____.

- | | |
|---|----|
| 1. Government under which employed. | 1. |
| 2. Substantive post | 2. |
| 3. Officiating post (if any) | 3. |
| 4. Statement of present leave | 4. |

Nature of leave (specifying periods on average pay, half average pay and quarter average pay separately.)					From	To	Monthly rate of leave-salary (and allowances if any) subject to the deductions noted on the reverse.	Article and clause of the Fundamental Rules or other Regulations.
	Y.	M.	D.					

- | | |
|--|-----|
| 5. Place of payment | 5. |
| 6. Date from which first payment is to be made. | 6. |
| 7. Amount (if any) paid in advance | 7. |
| 8. *Government and head of account to which the payment is debitable. | 8. |
| 9. Date of leaving India | 9. |
| 10. Date on which the Government servant will, during the currency of leave, complete the term of service or attain the age after which, by any rule he is required to retire from the service, as for instance 55 years of age. | 10. |

Y M.D.

* The following particulars should be noted in this line:—

- (1) the major, minor and detailed head of account;
- (2) whether debitable to Central or Provincial revenues; if the latter, the name of the Provincial Government;
- (3) whether the expenditure pertains to a "Reserved" or a "Transferred" subject;
- (4) whether the expenditure is "voted" or "non-voted."

When the head of account to which the leave-salary is debitable during extensions of leave differs from the head of account debitable during the period of leave originally granted, such variations should also be indicated.

11. *Period for and terms on which leave may be extended, or commuted otherwise than on extraordinary leave.

Y.M.D.

granted
'may be extended' on
without
medical certificate
medical certificate on same
leave-salary by

(Further particulars required in the case of Military officers in Civil Employ.)

12. Date of commencement of pension service. 12.
13. Date of entry under Civil Leave Rules. 13.
14. Amount of leave at credit at commencement of present leave. 14.
15. Date of being struck off duty 15.

{ Earned in respect of
service under Military
rules.
Earned in respect of
service while under
Civil rules.

16. DEDUCTIONS TO BE MADE.

Indian ^{Civil} ~~Military~~ Service Family Pensions
or Indian Military Widows and
Orphans Fund Subscription.

Rates.
For ^{wife} ~~self~~ £ per mensem from
,, sons
,, daughters £ , ,
Total £

A balance of donation on
for

£ and interest £

is recoverable at £

a month from—

General Provident Fund

Indian Civil Service Provident Fund Deductions (if any)

(Signature)—————

Place—

Date—

* If the leave granted is less than 22 months, calculations up to 22 months' absence only may be given in the first instance, and as soon as the leave is extended so as to bring the total period of absence from duty to 22 months or more, an amendment to the original leave salary certificate should be issued at once.

† In cases of subscribers to Indian Civil Service Family Pensions, interest accrued in India to be given here. .

Abbreviations.

M. C.	Medical Certificate.
E. C. A.	Exchange Compensation Allowance.
Y. M. D.	Years, Months, Days.
Art.	Article.

NOTES.

1. Distinguish leave granted on medical certificate, from leave granted without medical certificate, and if the leave, though technically of the latter description, was granted in consequence of the production of a medical certificate or on medical grounds, mention the fact.

2. Except in the case of Chaplains, leave-salary should be stated in whole rupees only a month (fractions being omitted and the next higher rupee taken where the fraction exceeds half) and not in pounds a year; and in entering "the rate of leave-salary" it should be stated, in the first place, without reference to the maximum or minimum, applicable, and then, if a maximum or minimum applies or if the leave-salary is such that a future change in the current rate of exchange may render a maximum or minimum applicable, the words should be added "subject to a maximum (or minimum) of, etc."

3. The ordinary rate of conversion will be the rate of exchange for telegraphic transfers from Calcutta on London on the day, on which each monthly payment becomes due, subject to a minimum rate of 1s. 4d. per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1s. 6d. per rupee in other cases. The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90.

4. It must be shown whether a Government servant is entitled to the full amount of leave permitted by the rules.

5. In line 7 the Articles of the Fundamental or other Rules under which the advance is made should be mentioned.

6. The date on which any Government servant will, during the currency of leave, complete the term of service, or attain the age after which by any rule he is required to retire from the service, should be shown in line 10.

7. These rules apply also to leave-salary certificates granted to non-gazetted Government servants when they proceed on leave out of India and draw their leave-salary out of India. In such cases the fact that the Government servant is a non-gazetted Government servant should be noted against entry 2.

8. In preparing the leave-salary certificates of the subscribers to the Indian Military Service Family Pension Regulations and to the Indian Military Widows' and Orphans' Fund, who take leave under the Fundamental Rules, the instructions given in Government of India. Finance Department, No. 914-F. E., dated the 10th May 1922, should also be observed, viz., the leave-salary certificate should show clearly the rate of leave-salary, the monthly maximum of average pay, whether it is likely to become effective or not and the period for which the leave-salary is not subject to the monthly maximum.

9. In the case of Government servants to whom the rules regarding the grant of passages to civilian Personnel of British Domicile engaged for service in India, apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

10. In the case of a motor car and similar advances the date from which the recovery of monthly instalments should be effected should be noted.

11. With the exception of privilege leave earned in a Civil Department, which should be taken first, a Military Officer in Civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. A definite election to the matter should be obtained from all such officers, and his election should be noted in the leave-salary certificate.

F. R. FORM No. 3.

(See paragraph 19 of Appendix No. 8.)

*Certificate of service and residence of A. B., a Chaplain of the
Establishment, and of the amount of annuity
 for which he is eligible.*

Total period of service years months days.

Total period of residence years months days.

Computed up to

(Here enter the date of embarkation. If, however, the Chaplain is availing himself of subsidiary leave prior to retirement, enter the date of embarkation if that date falls within the period of subsidiary leave; otherwise the date of resignation.)

Amount of annuity for which eligible £ s. d.

NOTE.—(If the periods of residence and service are less than seventeen and twenty years, respectively, a medical certificate is required.)

There are no demands on the books of the Government of India against A. B.

Dated at _____ }
 _____ 19 . }

Accountant-General
Comptroller.

Forwarded to the Secretary to the Government of _____

N.B.—(The above certificate having been given on an examination of the Public Accounts up to the latest period found to be practicable on this date, is not to preclude the Government of India from claiming any amount, for which the above-named Government servant may hereafter be found to be justly liable.)

F. R. FORM No. 4.

(See paragraphs 15 to 17 of Appendix No. 8.)

Audit Officer's letter to the Government servant proceeding on leave out of India.

To

SIR,

With reference to the order noted in the margin, granting you leave out of India, I have the honour to say that it is necessary for you to obtain from me a leave-salary certificate to enable you to draw your leave-salary.

2. To enable me to prepare your leave-salary certificate, it is necessary that you send me the information asked for in the enclosed F. R. Form No. 5 and also your formal certificate of giving over charge of your office, date and hour, at your earliest convenience.

3. If you are in, or intend to pass through (audit officer's station) your certificate will be prepared, and your pay and allowances paid up to the date before your leave commences, except in the case referred to in paragraph 4 below, on your calling personally at my office, and presenting a last-pay certificate from the officer from whom you last drew your pay and allowances. Otherwise, I shall cause the leave-salary certificate to be sent to the address specified by you, and the pay and allowances to be paid through the officer from whom you draw your pay and allowances.

4. Leave-salary due for the first four months of leave on average pay taken by itself or in combination with other leave may be drawn either in India or out of India. If you desire to draw it in India a separate leave-salary certificate for this portion of the leave will be issued, but you will be allowed to draw the pay and allowances for the broken period of the month up to the date of relief only at the commencement of the next month along with the leave-salary for the rest of the month.

5. If you wish to draw your leave-salary in India under the provision of paragraph 5 above, you should either grant your Agents a power-of-attorney or leave your bills ready signed in their custody for presentation as they fall due. A guarantee bond undertaking to refund overpayments should be furnished by your Agents unless they have executed a general bond of indemnity.

6. I send herewith a copy of a memo. of information for the guidance of Government Servants proceeding on leave out of India and a blank Form (F. R. Form No. 7) of the date of leaving India to be signed and sent to me from the first port at which your vessel touches.

7. If you wish to draw your leave-salary in a Colony, please send me three specimens of your signature.

NOTE.—(Paragraphs 4 and 5 do not apply to non-gazetted Government servants who have to draw their leave-salary through the Head of the office and should be omitted from the letters addressed to them.)

Accountant-General.
Comptroller.

F. R. FORM No. 5.

(See paragraph 15 of Appendix No. 8.)

Information required by the Audit Officer before the leave-salary certificate can be drawn up.

(This form should be returned duly filled up to the Audit Officer one clear week before the date of making over charge.)

1. On what date do you intend to make over 1.
charge of your office?
2. Before or after-noon? 2.
3. At what port do you intend to embark? 3.
4. By what ship will you sail, and on what date? 4.
5. In what country do you wish to draw your 5.
leave-salary during leave on average pay
for a period not exceeding four months,
if any, at the commencement of your leave?
6. What is your address in England or in India 6.
or elsewhere to which your leave-salary
certificate, to enable you to draw your leave-
salary, may be sent, in case it is not handed
over to you before you go on leave?
7. What advance, if any, do you require now? 7.
8. Do you intend to pay your.....Civil Fund 8.
subscriptions in England or in India?
9. Do you wish to subscribe to the General Pro- 9.
vident Fund? If so, at what rate.

Nos. 3 and 4 are for Government servants to whom the leave rules in Sections I to V of Chapter X of the Fundamental Rules are not applicable.

No. 5.—Leave-salary due for the first four months of the period of leave on average pay, if any, at the commencement of any period of leave out of India can be drawn in or out of India at the Government servant's option. In India they can be drawn only on the first of each month in arrears by an authorised agent under a guarantee bond or on production of a life certificate. The allowances for a broken period of a month may be drawn any time after the expiration of the leave.

No. 7 is for Military Officers subject to the Military Leave Rules and for Chaplains only.

No. 8 is for members of the Indian Civil Service only.

NOTE 1.—In the case of non-gazetted Government servants to whom Note 3 to F. R. Form 2 or Note 4 to Form No. 1 under the Supplementary Rules apply, an additional question should be inserted to obtain the information required under that Note.

NOTE 2.—With the exception of privilege leave earned in a Civil Department which should be taken first, a Military officer in Civil employ may set off the leave he takes against the civil leave or military leave at his credit, as he likes. When Form 5 is sent to such an officer question 10 should be added in manuscript 'Is the leave to be set off against the military leave or against the civil leave at your credit?' The answer should be noted on his leave-salary certificate.

Dated at _____ } (Signature) _____
The _____ of _____ 19 _____ } (Designation) _____

To the Accountant-General _____

F. R. FORM No. 7.

(See paragraph 20 of Appendix No. 8.)

Report of actual sailing.

FROM

To

THE ACCOUNTANT-GENERAL.—

SIR,

I have the honour to report that I sailed from India by the steamer
 "—————" which left ————— on —————
 day the ————— of ————— 19 .

I have, etc.,

(Signed)

Noted and forwarded to the Secretary to the Government of—
 Department.

The ————— 19 . }

Accountant-General.
Comptroller.

(ORDINARY LEAVE RULES.)

(See paragraph 33 of Appendix No. 8.)

Leave Account of

Date of commencement of service.

Date of attaining the age of 55 years

Date of coming under Civil Leave Rules

Date of contract, if any _____

DUTY.	LEAVE EARNED.	LEAVE AT CREDIT.	LEAVE TAKEN.	(ON DEDUCTION FROM LEAVE.)
Government served under.	From To Y.M.D. Y.N.D.Y.M.D. Y.M.D. Y.M.D. From To Y.M.D. Y.M.D. From To Y.M.D. Y.M.D. Y.M.D. Y.M.D. Y.M.D.	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	<p>Of duty subsequent to coming under Fundamental Rules. [Rule 81 (b) (ii).]</p> <p>Balance of $\frac{1}{12}$ths of duty subsequent to coming under Fundamental Rules.</p> <p>Of duty subsequent to coming under Fundamental Rules. Rule 81 (b) (iii) (columns 16 + 4.)</p> <p>Balance of $\frac{1}{12}$ths of duty subsequent to coming under Fundamental Rules. (Columns 17 + 5.)</p> <p>Total columns (6 + 7.)</p> <p>Dates.</p> <p>Against entries in column 6.</p> <p>Against limit of one year for leave on m. o. and leave spent elsewhere than in India or Ceylon. [Proviso to Rule 81 (b) (ii).]</p> <p>Dates.</p> <p>Actual period.</p> <p>Actual period converted into period in terms of leave on average pay.</p> <p>Total (columns 10 + 11 + 14.)</p> <p>Of leave equivalent to $\frac{1}{12}$th of duty subsequent to coming under Fundamental Rules. [Rule 81 (b) (ii)] (columns 6-10.)</p> <p>Of leave equivalent to balance of $\frac{1}{12}$ths of duty subsequent to coming under Fundamental Rules. (Column 7)-(columns 11 + 14.)</p> <p>Total columns (8 - 15.)</p>	REMARKS.

Instructions for filling up Form No. S-113A.

1. The Account is to be maintained in terms of leave on average pay. For this purpose, actual periods of leave taken on half or quarter average pay as entered in column 13 should be divided by 2 and posted in column 14.

2. In the case of officers who were subject to the Civil Service Regulations leave rules before they elected the Fundamental Rules, the account should commence with an opening entry in columns 4, 5, 6, 7, 8, 11, 13, 14, 15, 16, 17 and 18. The words "Due on (date of coming under the Fundamental Rules)" should be written across columns 1, 2 and 3 and against these words credit under Rule 77 (b) (ii) (1) should be given in column 4 and column 6 and that under Rule 77 (b) (ii) (2) and Rule 77 (c) in column 5 and column 7 while debit for commuted furlough taken under the old leave rules should be given in column 11 and that under Rule 78, Note (2) (i) (a), in column 13, one half of the latter being entered in column 14. The sum total of the entries in columns 6 and 7 and in columns 11 and 14 should be entered in columns 8 and 15 respectively. The difference between the entries in columns 8 and 15 should be entered in column 18 and the entry in column 4 or 6 should be repeated in column 16 while the entry in column 5 or 7 *minus* the sum total of the entries in columns 11 and 14 should be shown in column 17.

3. When a Government servant applies for leave, columns 1 to 8 should be filled up. Columns 1, 2 and 3 should show the Government served under and the period of duty up to the date preceding that on which the Government servant intends to go on leave, and columns 4 and 5 should each show $\frac{1}{12}$ th of this period, (but see Note 2 below), the sum total of the two entries representing the period of leave (i.e., $\frac{2}{12}$ ths of duty) earned under Rule 77 (b) (ii) (3). To the new entry in column 4 should be added the last entry in column 16 and the resultant figure should be posted in column 6; similarly to the new entry in column 5 should be added the last entry in column 17 and the resultant figure should be posted in column 7. The total of the entries in columns 6 and 7 will be shown in column 8.

NOTE 1.—If during the period of duty prior to a Government servant's going on leave he has served under two or more Governments, the period of duty and the leave earned under each Government should be shown in separate lines in columns 1 to 5 and the sum total of the new entries in column 4 and the last entry in column 16 should be posted in column 6 and of those in column 5 and the last entry in column 17 in column 7, the total of the entries in columns 6 and 7 being shown in column 8.

NOTE 2.—The sum total of the entries in column 5, inclusive of the opening entry mentioned in instruction No. 2, should not exceed $2\frac{1}{2}$ years (Rule 81 (e) (ii)), and no entry should be made in this column when this limit of $2\frac{1}{2}$ years is reached.

When columns 1 to 8 have been posted, column 8 will show the *maximum* amount of leave which may be granted in terms of leave on average pay, [but see Rule 81 (d)], to a Government servant on the date on which he intends to go on leave. The *maximum* amount of leave on average pay which may be granted on that date with medical certificate or out of India and Ceylon will be the sum total of the last entry in column 6, and the unspent balance of "one year" limited to 8 months at a time, provided this sum total is covered by the period entered in column 8; in the case of leave in India or Ceylon without medical certificate, the maximum will be the last entry in column 6, limited to 4 months at a time. The limits of 8 and 4 months may be exceeded as provided in the note to Fundamental Rule 81 (b).

4. When a Government servant returns from leave, columns 9 to 18 should be filled up. The period of leave taken on average pay should be entered in columns 9, 10 and 11, that taken on medical certificate or spent elsewhere than in India or Ceylon should be entered in column 11 till the limit of one year is reached and thereafter in column 10. The actual periods of leave on half or quarter average pay (together with leave on subsistence grant under the Note to Fundamental Rule 88) and overstayal of leave (*vide* Fundamental Rule 73) should be entered in column 13 and one half of it in column 14.

NOTE 1.—Leave on average pay taken under the Fundamental Rules in India without medical certificate in excess of the last entry in column 6 before the deletion of "plus one year" from Rule 81 (b) (ii) should be entered in column 11.

NOTE 2.—If the leave taken exceeds the amount at credit, the excess representing leave not due but granted under Rule 81 (c) (f) and (ii), should be shown in red ink in column 17.

5. The total period of leave in terms of leave on average pay taken in a Government servant's whole service as entered in column 15 should not exceed the privilege leave credited to him in column 4 on his coming under the Fundamental Rules *plus* all periods of leave subsequently entered in that column *plus* 2½ years.

6. When a Government servant is transferred to service under another Government, a separate account should be opened in this form for showing the leave earned under that Government and the leave the cost of which is debited to that Government. This account will be in addition to the main leave account which must be a complete record of all leave earned and taken under these rules throughout his service.

F. R. FORM No. 10.

(See paragraph 34 of Appendix No. 8.)

Service Book.

Space should be provided on the reverse of the title-page of the service book to record thumb and finger impressions of (non-gazetted) Government servants under the following heading:—

“Thumb and finger impressions of (non-gazetted) Government servant.”

The opening page of the service book should contain the following entries:—

- (1) Name.
- (2) Race.
- (3) Residence.
- (4) Father's name and residence.
- (5) Date of birth by the Christian Era as nearly as can be ascertained.
- (6) Exact height by measurement.
- (7) Personal marks for identification.
- (8) Signature of Government servant.
- (9) Signature and designation of the head of the office or other attesting officer.

NOTE.—[The entries in this page should be renewed or re-attested at least every five years, and the signature in lines (8) and (9) should be dated.]

The remaining folios of the service book should be divided into fifteen columns, viz.:—

- (1) Name of appointment.
- (2) Whether substantive or officiating, and whether permanent or temporary.
- (3) If officiating, here state substantive appointment.
- (4) Pay in substantive appointment.
- (5) Additional pay for officiating.
- (6) Other emoluments falling under the term “Pay.”
- (7) Date of appointment.
- (8) Signature of Government servant.
- (9) Signature and designation of the head of the office or other attesting officer in attestation of columns 1—8.
- (10) Date of termination of appointment.
- (11) Reason of termination (such as promotion, transfer, dismissal, etc.).
- (12) Signature of the head of office or other attesting officer.
- (13) Leave taken—nature and duration of.
- (14) Signature of the head of the office or other attesting officer.
- (15) Reference to any recorded punishment or censure, or reward or praise of the Government servant.

FORM No. I UNDER THE SUPPLEMENTARY RULES.

(See paragraphs 14 and 16 of Appendix No. 8.)

Colonial Leave-Salary Warrant.

(For I. C. S. and Military Officers in Civil employ.)

(Obverse.)

Warrant No. .

- of 19

Mr. _____
 having been granted leave for a period of— _____ months and—
 days under the orders of the Government of— _____ is hereby allowed
 the privilege of drawing his leave-salary at— _____ from— _____

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, but will be subject to the following *maxima* and *minima*:—

Period.	Rate in rupees a month.	Minimum rate of exchange.	Minimum. £ a month.	Maximum. £ a month.
From to				
From to				
From to				

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading:—

4. The following deductions are to be made from the leave-salary of each month before payment:—

Indian	Civil	Service	Family	Pensions	For Wife	£	Rates per mensem from
	Military				self	£	"
Or Indian	Military	Widows and Orphans			sons	£	"
Fund Subscription					daughters	£	"
Total						£	
A balance of donation on _____					£		and interest £*
is recoverable at £ _____							a month from _____
Indian Civil Service Provident Fund Deductions (if any).							

*In cases of subscribers to the Indian Civil Service Family Pensions, interest accrued in India to be given here.

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Accountant-General.
Comptroller.

Dated at _____

The _____ 19__

(Reverse.)

Name, rank and description of payee.	Period for which payment is made.	Monthly rate.	Amount.	Signature of paying officer.	Receipt of payee.
		£ s. d.	£ s. d.		

One copy of this Warrant will be retained by _____ and will be given up to the Audit Officer in India on his return to India. Each payment will be recorded on the reverse of the copies kept by the Colonial Disbursing Officer and by _____ and will be certified by the paying officer and received by _____

NOTE 1.—Leave-salary is payable in rupees to Government servants residing in Ceylon during their leave (Fundamental Rule 91).

NOTE 2.—The signature of the Government servant concerned should be obtained on the "original" copy of the warrant.

NOTE 3.—The ordinary rate of conversion will be rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, subject to the minimum rate of 1s. 4d. per rupee in respect of leave-salary drawn on account of the first four months of leave on average pay and of 1s. 6d. per rupee in other cases. The maximum rates of leave-salary are those prescribed in Fundamental Rule 89 and the minimum rates those prescribed in Fundamental Rule 90.

NOTE 4.—In the case of Government servants to whom the rules regarding the grant of passages to civilian Personnel of British Domicile, engaged for service in India, apply, an additional entry should be made showing whether they and their families were given the benefit of Rule VII, and whether they were allowed a similar benefit under either Rule VII or Rule VIII on returning to India.

NOTE 5.—The paying officer, except in the case of a Dominion or Colony which accounts direct to India is requested to advise the High Commissioner for India, 42, Grosvenor Gardens, London, S.W. 1, promptly on the officer's departure from such Dominion or Colony, whether for India, England or any other Dominion or Colony, giving particulars of amounts of pay issued and of any deductions therefrom.

FORM No. I-A UNDER THE SUPPLEMENTARY RULES.

Colonial Leave Salary Warrant.

(See paragraphs 14 and 16 of Appendix No. 8.)

(For uncovenanted services.)

• (*Obverse.*)

Warrant No. _____ of 19

Mr. _____
 having been granted leave for a period of— months and—
 days under the orders of the Government of— is hereby allowed
 the privilege of drawing his leave-salary at— from—

2. His leave-salary will be as shown below and will be payable monthly in sterling converted from rupees at the rate of exchange for telegraphic transfers from Calcutta on London on the day on which each monthly payment becomes due, but will be subject to the following *mazima* and *minima* :—

Period.	Rate in rupees a month.	Minimum rate of exchange.	Maximum. £ a month.	Minimum. £ a month.
From.....to.....				
From.....to.....				
From.....to.....				

3. The payments should be charged to the High Commissioner for India for appropriation by him of the leave-salary under the following heading :—

4. The following deductions are to be made from the leave-salary of each month before payment :—

General Provident Fund.

Where the amount of a deduction is expressed in rupees, it shall be converted into sterling at the same rate as the leave-salary from which it is deducted.

Accountant-General.
Comptroller.

Dated at—

The—

-19 .

FORM No. II UNDER THE SUPPLEMENTARY RULES.

(See paragraph 18 of Appendix No. 8.)

Certificate of Leave.

Granted to _____

_____proceeding out of India.

1. Government under which employed.
2. Post last held.
3. Nature of leave granted.
4. Date of commencement of leave.
5. Date of expiry of leave.
6. Whether a medical certificate of fitness must be produced before return to duty.
7. Amount of leave, expressed in terms of leave on average pay, at the Government servants' credit on the expiry of the present leave.
8. Period of leave on average pay which might under
• Fundamental Rule 81, be granted if the present leave were extended. (Further particulars required in the case of Military Officers in Civil employ.)
9. Date of entry under Civil leave rules.
10. Amount of leave at credit at commencement of present leave:—

Earned in respect of service under Military rules.

Earned in respect of service under civil rules.

The _____ 19 . } (Signature)
 _____ } (Designation)

NOTE 1.—No leave-salary is payable on this certificate.

NOTE 2.—This certificate must be produced before the High Commissioner, with any application for an extension of leave or permission to return to duty or the grant of a last-pay certificate.

INDEX.

INDEX.

This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules. The following abbreviations have been used:—

F. R.	Fundamental Rules.	S. S.	Secretary of State.
S. R.	Supplementary Rules.	G. I.	Government of India.
App.	Appendix.	Ar. G.	Auditor General in India.
A. I.	Audit Instruction.	A. G.	Accountant General, Posts and Telegraphs.
A. R.	Audit Ruling.	D. G.	Director General of Posts and Telegraphs.

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Date before arrival of vessel held to be the — F. R. 63.
in the case of Government servants entitled to joining time on return from leave out of India.

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Travelling allowance to attend — S. R. 130-3 and D. G.'s instructions thereunder.

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Definition of — F. R. 44 [S. S. order].

May be drawn during the first four months of any period of leave on average pay. F. R. 44 [S. S. order].

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Extension of leave—

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Conditions of grant of — F. R. 85.

Local Government may direct that — shall count for increments F. R. 26 (b).

Maximum period (*viz.*, 28 months) of continuous absence from duty on leave admissible under rules does not include —. F. R. 81 [A. I. (4)].

Not debited against leave account F. R. 85 (a).

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Additional remuneration for — when admissible F. R. 43.

Family—

Definition of — S. R. 2 (8).

Includes major sons and married daughters so long as they are residing with and wholly dependent on the parent. S. R. 2 (8) [G. I. decision].

• Family travelling allowance—

Admissible when a member of a Government servant's family follows him within six months from the date of transfer or precedes him by not more than one month. S. R. 116 (b) (iii).

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Circumstances in which — may be granted	S. R. 116 (b) (iii) and 116 C.
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